

Employment Application



TOSOH Quartz, Inc.
The Worldwide Quartz Network

TOSOH Quartz Portland
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Portland, OR 97229
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This company is an equal employment opportunity employer. All applicants will be considered without regard to age, race, color, national origin, religion, sex, marital status, veteran's or current military status, sexual orientation or other protected status in accordance with applicable federal and state equal employment opportunity laws.

APPLICATION FOR EMPLOYMENT

First Name: _____ Middle: _____ Last: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone Number: _____ Message: _____
Referred By: _____ Date: _____
Date Available for Employment: _____
Are you at least 18 years of age? Yes _____ No _____
Have you ever been employed by this company? Yes _____ No _____
If so, list dates of employment: _____
Are you employed now? Yes _____ No _____
If so, may we contact your present employer? Yes _____ No _____
If yes, give company and supervisor's name and phone number: _____
Are you authorized to work in the United States? Yes _____ No _____
Position applied for: _____ Wage desired: _____
Do you have a valid driver's license? (jobs requiring driving only): Yes _____ No _____
License number and state: _____
Can you perform the essential job functions of the job for which you are applying? _____
Are you available to work: PT _____ FT _____
Have you ever been convicted of a felony or misdemeanor? Yes _____ No _____
If yes, please explain: _____

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EDUCATION

	<u>School Name</u>	<u>Yrs. Completed (circle)</u>	<u>Course of Study</u>
High School:	_____	9 10 11 12	_____
College:	_____	1 2 3 4	_____
Graduate:	_____	1 2 3 4	_____

SPECIAL SKILLS, QUALIFICATIONS & CONSIDERATIONS

Summarize specific skills, employment experience or qualifications related to the job you are seeking. (Please exclude information which discloses membership in a protected class.)

REFERENCES

List three **non-relatives** who are familiar with your **qualifications, actual work history and abilities**:

	<u>Name</u>	<u>Relationship</u>	<u>Yrs. Known</u>	<u>Phone</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

EMPLOYMENT EXPERIENCE

Start with your current employer or most recent position. List your employment history covering the last 10 years (if applicable).

	<u>Month/Year</u>
Name of Employer _____	From: _____ To: _____
Address of Employer _____	
Telephone Number _____	
Supervisor's Name and Title _____	
Your Position: _____	Earnings: Starting/Ending: _____
What did you like most about your job? _____	
What did you like least about your job? _____	
Duties Performed Daily: _____	
Reason for Leaving: _____	

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Month/Year

Name of Employer _____ From: _____ To: _____

Address of Employer _____

Telephone Number _____

Supervisor's Name and Title _____

Your Position: _____ Earnings: Starting/Ending: _____

What did you like most about your job? _____

What did you like least about your job? _____

Duties Performed Daily: _____

Reason for Leaving: _____



Month/Year

Name of Employer _____ From: _____ To: _____

Address of Employer _____

Telephone Number _____

Supervisor's Name and Title _____

Your Position: _____ Earnings: Starting/Ending: _____

What did you like most about your job? _____

What did you like least about your job? _____

Duties Performed Daily: _____

Reason for Leaving: _____



Month/Year

Name of Employer _____ From: _____ To: _____

Address of Employer _____

Telephone Number _____

Supervisor's Name and Title _____

Your Position: _____ Earnings: Starting/Ending: _____

What did you like most about your job? _____

What did you like least about your job? _____

Duties Performed Daily: _____

Reason for Leaving: _____

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PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THESE STATEMENTS, PLEASE ASK BEFORE SIGNING.

I certify that all answers and statements I have made on this application (and resume or other supplementary materials) are true and complete without omissions. I understand that any false information will be grounds for refusal to hire or for immediate discharge if I am employed. This employment application is used to notify me that the nature and scope of an investigation, if one is conducted, could include such general identification information as residence verification, and, as applicable, information concerning my employment, education, general reputation, character, personal characteristics, and habits, and with third parties such as family members, neighbors, friends, associates, former employers, financial sources, and custodians of official records. Only job-related information developed from such a report will be considered in evaluating my employment application or continued employment. I hereby authorize these persons, companies, organizations or corporations to answer all questions or release any information regarding the items listed in this paragraph. I hereby release them from any liability and hold them harmless from any claim for releasing any truthful information within their knowledge and/or records.

I authorize the Company to release to any person, firm, entity or organization with which I may seek employment in the future, any truthful information concerning my work experience with the Company. I hereby release and hold the Company harmless from any claim for releasing any truthful information within its knowledge and/or records.

Yes _____ No _____

I understand that my employment may be subject to the satisfactory results of any pre-employment examination required by the Company, including a mandatory blood and/or urine test to detect drug usage. I will be responsible for familiarizing myself with all the rules and regulations of the Company as they presently exist or are later modified. I recognize that my employment can be terminated, at the discretion of the company or at my option, without notice, at any time, except as specifically set forth in writing in a current individual employment agreement.

Yes _____ No _____

I understand that no representative of the Company has any authority to enter into any employment agreement for any specified period of time, or to assure me of a future position, benefits or terms and conditions of employment, except as specifically stated in a current written agreement signed by the President.

Yes _____ No _____

I have had an opportunity to have my questions about this statement's content and intent answered and understand its terms.

Signature of Applicant

Date

This application is current only for (60) sixty days. At the conclusion of that time, if you have not heard from us and still wish to be considered for employment, it will be necessary for you to fill out a new application.