

# EMPLOYMENT APPLICATION

Last Name

## PENNWEST INDUSTRIAL TRUCKS, LLC

3916 Crooked Run Road  
North Versailles, Pa. 15137

An Equal Opportunity Employer  
Federal, State, and Local Laws prohibit discrimination  
because of race, color, sex, age, religion, disability,  
national origin, ancestry, or veteran's status.

Full Name (Please print) \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ Social Security No. \_\_\_\_\_

Date

## PERSONAL DATA

Position applying for \_\_\_\_\_  Full-time  Part-time

Have you previously applied for work at PennWest Industrial Trucks, LLC?  Yes  No

If Yes, when? \_\_\_\_\_

Are you at least 18 years of age?  Yes  No      Are you legally entitled to work in the United States?  Yes  No

(Upon hire, you will be required to provide proper documentation of your status.)

Have you ever pled guilty to or been convicted of any crime other than a misdemeanor or summary offense?  Yes  No

If yes, explain \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying?  Yes  No

If No, please describe the essential functions of the job which you cannot perform. \_\_\_\_\_

Are you available to work overtime when necessary?  Yes  No

State the names of relatives working for PennWest Industrial Trucks, LLC and their relationship to you. If none, state "none."

State why your education, training, prior employment, and any other facts particularly qualify you for the position(s) you seek.

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## EDUCATION AND TRAINING

Circle Highest Grade COMPLETED:	High School 9 10 11 12				College 1 2 3 4				Graduate School 1 2 3 4							
	Name				Location				Course/Degree				Class Standing/GPA			
High School																
College																
Graduate School																
Apprentice, Business or Vocation School																

Other Training or Skills  
(Factory or office machines operated,  
personal computer skills, courses taken, etc.)

List approximate typing and shorthand speeds (if applicable to the position for which you are applying):

Typing \_\_\_\_\_ Shorthand \_\_\_\_\_

## UNITED STATES MILITARY SERVICE

Branch of U.S. Service \_\_\_\_\_ Final Rank \_\_\_\_\_

State your duties in the military, including any special training, and how it may contribute to the position you seek with PennWest Industrial Trucks, LLC..

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## EMPLOYMENT HISTORY

Please list all employment starting with present or most recent employer. Account for all periods, including unemployment and service with U.S. Armed Forces. Also include relevant voluntary and/or part-time work experience. Use additional sheet if necessary.

Date	Employer's Name & Address	1 Job Title 2 Department 3 Name of Supervisor	Describe Major Duties	Wages	Reason for Leaving
FROM _____ MONTH _____ YEAR	_____	1 _____	_____	STARTING \$ _____ per _____	_____
TO _____ MONTH _____ YEAR		2 _____		FINAL \$ _____ per _____	
		3 _____			
FROM _____ MONTH _____ YEAR	_____	1 _____	_____	STARTING \$ _____ per _____	_____
TO _____ MONTH _____ YEAR		2 _____		FINAL \$ _____ per _____	
		3 _____			
FROM _____ MONTH _____ YEAR	_____	1 _____	_____	STARTING \$ _____ per _____	_____
TO _____ MONTH _____ YEAR		2 _____		FINAL \$ _____ per _____	
		3 _____			
FROM _____ MONTH _____ YEAR	_____	1 _____	_____	STARTING \$ _____ per _____	_____
TO _____ MONTH _____ YEAR		2 _____		FINAL \$ _____ per _____	
		3 _____			
FROM _____ MONTH _____ YEAR	_____	1 _____	_____	STARTING \$ _____ per _____	_____
TO _____ MONTH _____ YEAR		2 _____		FINAL \$ _____ per _____	
		3 _____			
FROM _____ MONTH _____ YEAR	_____	1 _____	_____	STARTING \$ _____ per _____	_____
TO _____ MONTH _____ YEAR		2 _____		FINAL \$ _____ per _____	
		3 _____			

## EMPLOYMENT REFERENCES

Give the names of four people with whom we can communicate and by whom you have been employed.

1. Name \_\_\_\_\_ Company \_\_\_\_\_ Position \_\_\_\_\_ Phone \_\_\_\_\_
2. Name \_\_\_\_\_ Company \_\_\_\_\_ Position \_\_\_\_\_ Phone \_\_\_\_\_
3. Name \_\_\_\_\_ Company \_\_\_\_\_ Position \_\_\_\_\_ Phone \_\_\_\_\_
4. Name \_\_\_\_\_ Company \_\_\_\_\_ Position \_\_\_\_\_ Phone \_\_\_\_\_

**CAREFULLY READ ALL FIVE BOXED SECTIONS BELOW AND AFFIX  
YOUR SIGNATURE AND DATE IN THE SPACES PROVIDED.**

**CONSENT FORM FOR PRE-EMPLOYMENT DRUG AND CONTROLLED SUBSTANCE SCREENING**

In applying for employment with PennWest Industrial Trucks, LLC, I hereby voluntarily and knowingly consent to provide a specimen of my urine or such other specimen as may be required to PennWest Industrial Trucks, LLC and its designated specimen collection agency and/or laboratory and to permit them to analyze my urine or other specimen to detect the presence or use of illegal drugs or controlled substances.

I hereby give my permission to the designated specimen collection agency and/or laboratory to release the results of the specimen analysis to authorized PennWest Industrial Trucks, LLC management personnel and hereby release the designated specimen collection agency and/or laboratory and PennWest Industrial Trucks, LLC from any and all liability arising from the release or use of this information.

I also understand that at the time my specimen is provided, it is solely my responsibility to inform the designated collection agency of any prescribed medication I may be taking or have recently taken in order to provide the fullest possible information for purposes of analysis.

I have carefully read and fully understand the three paragraphs above and acknowledge my consent by my signature below:

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I authorize PennWest Industrial Trucks, LLC to make whatever inquiries it deems necessary of any person or organization to determine my qualifications and abilities and/or to verify any of the information given in my application for employment, and I release PennWest Industrial Trucks, LLC from any and all liability for such inquiries.

I authorize and request each former employer, as well as any person, firm, or corporation which is listed as a reference, to answer all inquiries and give all information that may be sought in connection with my application for employment, and I release all such employers, persons, and firms from any and all liability for such inquiries.

I understand that as part of PennWest Industrial Trucks, LLC's procedure for processing employment applications an investigation may be made and information may be obtained through interviews with third parties, such as family members, business associates, financial sources, friends, neighbors, or others with whom I have been acquainted. This inquiry may include information as to my character, general reputation, personal characteristics, and mode of living, whichever may be applicable.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORIZATION AND RELEASE COVERING USE OF PHOTOGRAPHS**

(Please read carefully: The following authorizes PennWest Industrial Trucks, LLC to use your photograph without liability to you.) I authorize PennWest Industrial Trucks, LLC, and all of its agents or employees to use and publish, for advertising or publicity purposes, photographs of the undersigned made by, or taken by or for PennWest Industrial Trucks, LLC; it being understood that PennWest Industrial Trucks, LLC shall be the owner of the copyright in all such photographs, and shall be entitled to reproduce them or license their reproduction, and publish them or license their publication without compensation to me or further consent from me.

I hereby waive and release finally and completely any rights or causes of action now held or hereafter acquired through the taking or use of photographs by PennWest Industrial Trucks, LLC.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTIFICATION AND AUTHORIZATION FORM FOR EMPLOYMENT CREDIT REPORT**

I authorize PennWest Industrial Trucks, LLC to obtain a credit report on me through the credit reporting agency of its choice. If employed, I further authorize PennWest Industrial Trucks, LLC to check my credit record, as needed, on a continuing basis as it relates to my employment.

If an adverse employment decision is made due totally or partially to the information on the credit report, PennWest Industrial Trucks, LLC will give me a copy of the credit report, a summary of my rights under the Fair Credit Reporting Act, and the source of the credit report so that I may contact them, if I wish.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**ACKNOWLEDGEMENT AND CERTIFICATION**

I understand and agree that should I be employed by PennWest Industrial Trucks, LLC as a non-union employee, I am an at-will employee, my employment is for no definite period of time, and I may be terminated at any time without previous notice. If I am hired as a union employee, I will be represented by the appropriate collective bargaining unit. I understand that none of the documents, policies, procedures, actions, statements of PennWest Industrial Trucks, LLC or its representatives used or made during the employment process is deemed an employment contract real or implied.

If PennWest Industrial Trucks, LLC offers me employment, it will be contingent upon my completion of a medical examination satisfactory to the Company. I hereby consent to taking such a medical examination and understand that passing this examination is a condition of employment subsequent to my employment. I agree to take any future physical examinations as may be required by the Company.

The applicant hereby certifies that he or she has read and completed this application form and fully understands all the questions and answers contained therein, and that the information furnished is true and complete. The applicant fully understands and agrees that any false statement or misrepresentation contained herein will fully justify and, at the option of the PennWest Industrial Trucks, LLC, may cause his or her dismissal from employment of PennWest Industrial Trucks, LLC regardless of the time when any statement may be found to be false or a misrepresentation. I understand that this application is considered current for one year. If I wish to be considered for employment after this period, I must complete a new application.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

# OPTIONAL APPLICANT QUESTIONNAIRE

We give full consideration for employment to all qualified applicants without regard to race, religion, color, sex, age, national origin, ancestry, veteran's status, disability status or any other status protected by law.

In order to help us in our employment efforts and most particularly to comply with various governmental record keeping requirements, we ask you to answer the questions below.

This questionnaire will be kept completely confidential and separate from your application. To further assure your anonymity, do not put your name or social security number on this form. Thank you for your cooperation.

Date of application: \_\_\_\_\_

Sex:     Male     Female

Type of work or position applied for (general type of work you are interested in):  
\_\_\_\_\_

At what location did you obtain your application?

N. Versailles     Website

Please check one of the boxes below:

White

Black

Hispanic

American Indian or Alaskan Native

Asian or Pacific Islander

Unknown

On what basis did you decide to apply for work with us?

Walk-in (not referred)

Newspaper/Other ad

Private employment agency referral

Employee referral

State/Government agency referral

Other (specify): \_\_\_\_\_

Among PennWest's obligations as a government contractor is compliance with the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1974, and the Veterans Employment Opportunities Act of 1998 which require affirmative action to employ and advance in employment qualified individuals with disabilities and covered veterans. In further compliance with government requirements, PennWest Industrial Trucks, LLC has adopted an Affirmative Action Program specifically applicable to members of these groups.

If you are a covered veteran or have a disability, and wish to be considered under PennWest Industrial Trucks, LLC's Affirmative Action Program, please complete this Invitation to Self-Identify.

**DEFINITIONS**

*Individual with a Disability* - Any person who

- has a physical or mental impairment which substantially limits one or more of such person's major life activities;
- has a record of such an impairment; or
- is regarded as having such an impairment.

*Qualified Individual with a Disability* - An individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

*Special Disabled Veterans* -

- A. A veteran entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under the laws administered by the Department of Veterans' Affairs for disability rated at 30% or more, is rated at 10 or 20 percent in the case of a veteran who has been determined under Section 3106 of Title 38, U.S.C. to have a serious employment handicap or
- B. A person who was discharged or released from active duty because of a service-connected disability.

*Vietnam Era Veteran* -

- A. A person who served on active duty for a period of more than 180 days and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred
  - in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or
  - between August 5, 1964 and May 7, 1975, in all other cases, or
- B. A person who was discharged or released from active duty for a service-connected disability of any part of such active duty was performed
  - in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or
  - between August 5, 1964 and May 7, 1975, in all other cases.

*Recently Separated Veterans* - Any veteran during the one-year period beginning on the date of such veteran's discharge or release from active duty.

*Other Veterans* - Veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

You may inform us of your desire to identify under the Affirmative Action Program now or at any time in the future.

***I wish to identify myself as a:***

- Individual with a Disability
- Special Disabled Veteran
- Vietnam Era Veteran
- Recently Separated Veteran
- Other Veteran

***I wish to be contacted regarding this information:***

- Yes       No

**Submission of this information is voluntary and completely confidential** and refusal to provide this information will not subject you to any adverse treatment. If you so identify yourself, you may be assured that the information you provide will be kept in a separate, confidential record and will only be accessible on a need-to-know basis in the following circumstances: (i) Supervisors and Managers may be informed as necessary regarding restrictions so they can make necessary accommodations to your restrictions; (ii) People involved with the first aid and safety of our personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment; and (iii) Government officials investigating PennWest Industrial Trucks LLC's compliance with the above-mentioned statutes.

Finally, if you are a special disabled veteran or an individual with a disability, it would also assist us if you would notify us of any: (i) Special methods, skills, and procedures which qualify you for positions that you might not otherwise be able to do because of your disability, so that we can ensure your consideration for such positions and (ii) Accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain non-essential duties relating to the job, provisions of personal assistance services, or other accommodations.

Name (Printed) \_\_\_\_\_ Signature \_\_\_\_\_

Department \_\_\_\_\_ Date \_\_\_\_\_

Location \_\_\_\_\_