



1998 North 9th Street . Wahpeton, ND 58075  
 Phone: (701) 642-8787 . Fax: (701) 642-8788  
 Email: careers@wccobelt.com  
 www.wccobelt.com

# APPLICATION FOR EMPLOYMENT

We deeply appreciate your interest in WCCO Belting, Inc. and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications. This application will be kept on file for 12 months.

TODAY'S DATE

## PERSONAL INFORMATION

LAST NAME	<input type="text"/>	FIRST NAME	<input type="text"/>	MIDDLE INITIAL	<input type="text"/>
ADDRESS	<input type="text"/>			HOME PHONE	<input type="text"/>
CITY	<input type="text"/>	STATE	<input type="text"/>	ZIP CODE	<input type="text"/>
CELL PHONE	<input type="text"/>			REASON FOR LEAVING	<input type="text"/>
Have you ever applied for a career or worked with us before?	<input type="checkbox"/> YES, APPLIED	<input type="checkbox"/> YES, WORKED	<input type="checkbox"/> NO	IF YES, LIST MONTH & YEAR	<input type="text"/>

POSITION DESIRED	<input type="text"/>	EXPECTED PAY	<input type="text"/>
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Please check the shifts you would be willing to work:

<input type="checkbox"/> 1ST SHIFT 7:00 AM to 3:00 PM	<input type="checkbox"/> 2ND SHIFT 3:00 PM to 11:00 PM	<input type="checkbox"/> 3RD SHIFT 11:00 PM to 7:00 AM	<input type="checkbox"/> I'm willing to work mandatory OT if asked or assigned.
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I am applying for a part-time position only. HOURS AVAILABLE

Are you legally eligible for employment in the United States?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Are you 18 years of age or older?	<input type="checkbox"/> YES <input type="checkbox"/> NO	When will you be available to begin work?	<input type="text"/>
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How did you learn of our business?  
 If you were referred by a current employee, please tell us their name.

Have you ever been convicted of a felony, pled guilty to a felony, or been placed on probation for a felony offense?  
 Please note that a conviction will not necessarily disqualify you for employment.  YES  NO

If yes, please provide the following information for each occurrence:

DATE	<input type="text"/>	CHARGE(S)	<input type="text"/>	LOCATION OF LEGAL PROCEEDING	<input type="text"/>
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## EDUCATION INFORMATION

	ELEMENTARY	HIGH SCHOOL	VOCATIONAL SCHOOL	COLLEGE/UNIVERSITY	GRADUATE
SCHOOL NAME	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(Circle One)	4 5 6 7 8	9 10 11 12	1 2	1 2 3 4	1 2

Did you graduate High School?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> I received a GED.	Did you graduate Vocational School or College?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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DESCRIBE COURSE OF STUDY

LIST ANY HONORS RECEIVED

DESCRIBE SPECIALIZED TRAINING, APPRENTICESHIP, AND SPECIAL SKILLS (BLUEPRINT READING)

Are you a licensed forklift operator?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Are you experienced working with or do you have knowledge of the metric system?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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Prospective employees will receive consideration without discrimination because of race, religion, marital or veteran status, color, sex, age, national origin, genetic information, status with regard to public assistance, disability, and any other protected categories.



WCCO Belting, Inc.

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## EMPLOYMENT HISTORY

1	COMPANY	<input type="text"/>	PHONE	<input type="text"/>	EMPLOYED FROM <small>MONTH &amp; YEAR</small>	<input type="text"/>	TO	<input type="text"/>
	ADDRESS	<input type="text"/>			HOURLY PAY <small>START &amp; LAST</small>	<input type="text"/>	TO	<input type="text"/>
	JOB TITLE	<input type="text"/>	NAME OF SUPERVISOR	<input type="text"/>	Was the separation voluntary? <input type="checkbox"/> YES <input type="checkbox"/> NO			
	DESCRIBE YOUR WORK	<input type="text"/>		REASON FOR LEAVING	<input type="text"/>			

2	COMPANY	<input type="text"/>	PHONE	<input type="text"/>	EMPLOYED FROM <small>MONTH &amp; YEAR</small>	<input type="text"/>	TO	<input type="text"/>
	ADDRESS	<input type="text"/>			HOURLY PAY <small>START &amp; LAST</small>	<input type="text"/>	TO	<input type="text"/>
	JOB TITLE	<input type="text"/>	NAME OF SUPERVISOR	<input type="text"/>	Was the separation voluntary? <input type="checkbox"/> YES <input type="checkbox"/> NO			
	DESCRIBE YOUR WORK	<input type="text"/>		REASON FOR LEAVING	<input type="text"/>			

3	COMPANY	<input type="text"/>	PHONE	<input type="text"/>	EMPLOYED FROM <small>MONTH &amp; YEAR</small>	<input type="text"/>	TO	<input type="text"/>
	ADDRESS	<input type="text"/>			HOURLY PAY <small>START &amp; LAST</small>	<input type="text"/>	TO	<input type="text"/>
	JOB TITLE	<input type="text"/>	NAME OF SUPERVISOR	<input type="text"/>	Was the separation voluntary? <input type="checkbox"/> YES <input type="checkbox"/> NO			
	DESCRIBE YOUR WORK	<input type="text"/>		REASON FOR LEAVING	<input type="text"/>			

4	COMPANY	<input type="text"/>	PHONE	<input type="text"/>	EMPLOYED FROM <small>MONTH &amp; YEAR</small>	<input type="text"/>	TO	<input type="text"/>
	ADDRESS	<input type="text"/>			HOURLY PAY <small>START &amp; LAST</small>	<input type="text"/>	TO	<input type="text"/>
	JOB TITLE	<input type="text"/>	NAME OF SUPERVISOR	<input type="text"/>	Was the separation voluntary? <input type="checkbox"/> YES <input type="checkbox"/> NO			
	DESCRIBE YOUR WORK	<input type="text"/>		REASON FOR LEAVING	<input type="text"/>			

5	COMPANY	<input type="text"/>	PHONE	<input type="text"/>	EMPLOYED FROM <small>MONTH &amp; YEAR</small>	<input type="text"/>	TO	<input type="text"/>
	ADDRESS	<input type="text"/>			HOURLY PAY <small>START &amp; LAST</small>	<input type="text"/>	TO	<input type="text"/>
	JOB TITLE	<input type="text"/>	NAME OF SUPERVISOR	<input type="text"/>	Was the separation voluntary? <input type="checkbox"/> YES <input type="checkbox"/> NO			
	DESCRIBE YOUR WORK	<input type="text"/>		REASON FOR LEAVING	<input type="text"/>			

Please explain time gaps in employment history:

May we contact your present employer?  YES  NO   
If no, please provide an explanation.



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## ADDITIONAL INFORMATION

Please explain your reasons for seeking a career with WCCO Belting, Inc.

Please summarize your qualifications for the position. List skills and accomplishments from previous employment or other experience.

Please state any additional information you feel may be helpful to us in considering your application.

## PROFESSIONAL REFERENCES

Name	ADDRESS	PHONE <small>INCLUDE AREA CODE</small>	RELATIONSHIP <small>INCLUDE NUMBER OF YEARS</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## APPLICANT'S CERTIFICATION AND AGREEMENT

*I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this applications shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history, work record, and financial and credit record through any investigative or credit agencies, past employers, or bureaus of your choice.*

*Signature of Applicant*

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*Thank you for considering employment with our company. Our employees contribute directly to our organization's growth and success, and we want you to take pride in being a member of our team. It is all of us together that continues to build a great business. To support this commitment we ask you to read the following list of WCCO's non-negotiable standards.*

**Respect**

Respect pertains to being thoughtful, to listening, and to considering the effects of words and actions towards co-workers and customers.

**Belief**

Belief pertains to believing in ourselves as well as believing in others, and in assuming and believing the best about others' behavior and motives.

**Loyalty**

Loyalty means addressing concerns in a proper fashion, without stirring up undercurrents by voicing complaints. It also means standing united as a company "family" and taking care to represent the company well.

**Commitment**

Commitment means working and acting like this is the only and last job you will ever have. It means committing to the company's good, and committing to growth for you, and also committing to contribute to the growth of others.

**Trust**

Trust is the ability to behave with truthfulness and integrity and to extend that graciousness to others as well. Trust creates an environment where failures are accepted and even welcomed as a part of the innovation process.

**Courage**

Courage is the ability to face and push through hard challenges. It is the willingness to accept tasks that are "above you" and to do what is necessary to carry them through.

**Gratitude**

Gratitude is readily showing appreciation and returning the kindness of others. It is the medley of humility, grace, and delight of working together.

Non-tolerable activities do include but are not limited to the following: assault, bullying, discrimination, drug use/ abuse, intoxication, poor attendance to include excessive tardiness, safety, and theft.

You must be consistent in your appearance, attitude, character, conduct, performance, and professionalism.

If you accept a job offer you will be asked to provide the following information: proper identification, complete a pre-employment drug screen and background check, and provide direct deposit information.

*If you elect to uphold the company non-negotiable standards and comply with following the proper hiring procedures as listed above please sign and date this form below.*

*Signature of Applicant*

*Date*

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**FOR INTERNAL USE ONLY**

Was the applicant hired for a position?  YES  NO If yes, who was the applicant hired by?

DATE OF HIRE	<input style="width: 150px; height: 20px;" type="text"/>
EMPLOYEE STATUS	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
POSITION	<input style="width: 200px; height: 20px;" type="text"/>
DEPARTMENT	<input style="width: 200px; height: 20px;" type="text"/>
START DATE	<input style="width: 150px; height: 20px;" type="text"/>
STARTING PAY	<input style="width: 150px; height: 20px;" type="text"/>

PRODUCTION MANAGER APPROVAL \_\_\_\_\_

HR DEPARTMENT APPROVAL \_\_\_\_\_