

General Offices  
12570 State Route 143  
Highland, IL 62249-1074

**B** Basler Electric  
HIGHLAND, ILLINOIS  
APPLICATION FOR EMPLOYMENT

Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
LAST FIRST MIDDLE

Present Address \_\_\_\_\_ Telephone No. \_\_\_\_\_  
NO. STREET CITY STATE ZIP

How long have you lived at the above address? \_\_\_\_\_

Previous Address \_\_\_\_\_ How long at this address? \_\_\_\_\_

If hired, can you furnish proof that you are eligible to work in the United States? (All persons, upon hiring, must verify citizenship status or provide valid authorization to work in the U.S. \_\_\_\_\_

Do you have transportation available? \_\_\_\_\_

Position (s) applied for \_\_\_\_\_ Rate of pay desired \$ \_\_\_\_\_ Per week

Would you work: Full time  Part Time  Specify days and hours \_\_\_\_\_

Are you able to perform the essential functions of the job as set forth in the Job Description for the job for which you are applying? \_\_\_\_\_

Were you previously employed by us? \_\_\_\_\_ If yes, when? \_\_\_\_\_

What position did you hold? \_\_\_\_\_

Have you ever been convicted of a crime other than traffic violations? \_\_\_\_\_

If yes, describe in full \_\_\_\_\_

Person to be notified in case of emergency: \_\_\_\_\_  
NAME

NO. STREET CITY STATE ZIP HOMEPHONE NO. BUSINESS PHONE NO.

**REFERENCES**

To the Applicant:

Former employers should not be given as "References", as they will be listed under "Previous Work Experience." Friends and/or relatives employed by Basler Electric must be included.

Name and Occupation Relationship Address Phone Number

\_\_\_\_\_

\_\_\_\_\_

**PREVIOUS WORK EXPERIENCE**

1. Dates		Name and Address of Employer	Rate of Pay		Supervisor's Name Title & Phone #	Reason For Leaving
From	To		Start	Finish		

Describe in detail the work you did. \_\_\_\_\_

2. Dates		Name and Address of Employer	Rate of Pay		Supervisor's Name Title & Phone #	Reason For Leaving
From	To		Start	Finish		

Describe in detail the work you did. \_\_\_\_\_

3. Dates		Name and Address of Employer	Rate of Pay		Supervisor's Name Title & Phone #	Reason For Leaving
From	To		Start	Finish		

Describe in detail the work you did. \_\_\_\_\_

4. Dates		Name and Address of Employer	Rate of Pay		Supervisor's Name Title & Phone #	Reason For Leaving
From	To		Start	Finish		

Describe in detail the work you did. \_\_\_\_\_

May we contact the employers \_\_\_\_\_ If not, indicate by number which one(s) you do not wish us to listed?

Contact. \_\_\_\_\_

By what means were you directed to seek employment with Basler Electric Company?

Newspaper \_\_\_\_\_ Radio \_\_\_\_\_ By a friend or relative \_\_\_\_\_ Other \_\_\_\_\_

## RECORDS OF EDUCATION

School	Name & Address of School	Course of Study	Last Year Attended	Last Year Completed	Did You Graduate
Elementary				5   6   7   8 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
High				1   2   3   4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
College				1   2   3   4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other (Specify)					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Certificate

## MILITARY SERVICE RECORD

Were you in the U.S. Armed Forces?   Yes \_\_\_\_\_ No \_\_\_\_\_   If yes, what Branch? \_\_\_\_\_

Dates of duty: From \_\_\_\_\_ To \_\_\_\_\_  
MONTH   DAY   YEAR   MONTH   DAY   YEAR

Have you taken any training under the G.I. Bill of Rights? \_\_\_\_\_

If yes, what did you take?

List any additional skills or experience which you feel would supplement your qualifications for employment with Basler Electric. \_\_\_\_\_

---



---



---



---



---



---



---

1. I certify that all statements contained in this application or made in conjunction with it, are true and correct and any misrepresentation or omission of facts called for are grounds for disqualification from employment or will result in dismissal, should I be employed, whenever the correct information becomes known to Basler.
2. I certify that I am not bound by any agreement (for example, a Non-Compete Agreement, or a Confidentiality or Non-Solicitation Agreement) with my current or any previous employer which would prevent me from accepting employment, or if employed, from utilizing and sharing with Basler all my knowledge and talents in the full performance of my job duties.
3. I understand that this application for employment does not in any way constitute an offer of employment or a contract of employment. Employment with Basler Electric is not by contract express or implied. Furthermore, should I be employed, I understand that my employment is for no definite duration but is on an "at-will" basis and no representative of the company has the authority to make any assurance to the contrary by the President of the Corporation.
4. I certify that I have read the job description, which sets forth the essential functions of the job for which I have applied.
5. If I am extended an offer to work for Basler Electric, I acknowledge that my employment is still contingent upon passing a physical examination and any associated laboratory test and any drug test.
6. I give Basler Electric the right to investigate all references and the right to secure additional information about me including the right to obtain investigative reports made through consumer reporting agencies. Furthermore, I authorize all my current and former employers, school officials, instructors, or any other persons whether or not named in this application to give Basler Electric any information they may have regarding me, whether or not such information is in their written records. I release Basler Electric and its representatives from any liability for any damages whatsoever resulting from their request of reference information regarding me. I release those companies, agencies, and individuals supplying reference information from any liability for any damages whatsoever resulting from the giving of such information.
7. If hired by Basler Electric, I will never, except as required in the performance of my duties for Basler Electric, use or disclose to others information or data that is confidential to my employer, i.e. information that is not generally available to the public relating to the business of my employer including trade secrets as well as information pertaining to research, development, engineering, marketing, merchandising, and selling activities. I also agree that all papers, keys, identification cards, credit cards, tools, equipment, or other property furnished by Basler Electric or which prepared or made, in whole or in part, at any time while employed by my employer, shall be the property of my employer and upon its request or the termination of my employment, I will promptly surrender such property to my employer.
8. If hired by Basler Electric, I will promptly disclose and I hereby assign all rights to my employer to any inventions, improvements or ideas relating to products, machinery, processes or technology of my employer, which I make individually or jointly with others, including those made on my own time, while employed by my employer and for (1) year thereafter. I will also promptly complete all idea records, patent applications, foreign and domestic, and other documents, as requested by my employer to protect the right of these inventors, improvements or ideas.
9. If hired by Basler Electric, I understand that in order to retain necessary flexibility in administration of the policies and benefits, the Company reserves the right to change, revise, or eliminate any of the policies, procedures, and/or benefits. No explanation can change, add to or detract from any of the provisions set forth in documents that actually govern these various insurance and benefits plans. In the event of any conflict, documents that actually govern these various plans will control. Furthermore, all benefit plans are subject to certain eligibility requirements.
10. I understand that if employed, all of Basler Electric's policies and procedures including its policy manuals and documents (in whole or in part), do not constitute a contract of employment and that I agree to read and familiarize myself with all written policies and procedures. These policies and practices are subject to modification by Basler Electric without notice.
11. I understand that this application is current for six (6) months following the date entered below. At the conclusion of the six (6) months, if I have not heard from Basler Electric and still wish to be considered for employment, it will be necessary to fill out a new application.
12. The above is subject to modification only by written agreement signed by applicant and an authorized representative of Basler Electric.

My signature below certifies that I have read and understand the above twelve (12) paragraphs.

\_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

---



**INTER-OFFICE CORRESPONDENCE**

**TO:** All Applicants

**DATE:**

**FROM:** Human Resources

**COPIES:**

**SUBJECT:** Direct Deposit and I-9 Requirements

The Human Resources Department would like you to be aware of the following requirements for employment with Basler Electric Company.

- The Company is required by law to see documents, which verify the identity and work eligibility of all persons hired. On your first day of work you would need to provide identification documents. A list of acceptable documents is available through the Human Resources Department. However, the most commonly used ID are 1) a Social Security card and Driver's License or 2) a Passport.

**THESE DOCUMENTS MUST BE PRESENTED WITHIN THREE DAYS OF YOUR EMPLOYMENT WITH BASLER ELECTRIC COMPANY, OR YOU WILL BE UNABLE TO CONTINUE WORKING.**

- Our payroll system is set up for direct deposit. You may choose to have your pay directly deposited into the bank account of your choice. You may make weekly deposits to three accounts at separate banks or financial institutions, but only three accounts maximum. If you choose to utilize direct deposit, on your first day of work you should bring a voided check of the account(s) you wish your pay to be deposited to. This is a requirement that must be met before you can be enrolled in direct deposit.

Your attention to these requirements is appreciated. Your employment application with our Company is being handled promptly and you will be notified of a decision. Due to the volume of applications, which we receive, we request that you do not call to check on the status of your application.

Thank you for your interest in Basler Electric Company.

## AFFIRMATIVE ACTION QUESTIONNAIRE

We invite you to VOLUNTARILY participate in our Affirmative Action Plan by providing us with the following information for our records. This information will not be used to disqualify your application for employment. All information will be kept strictly confidential and separate from your application for employment. The Affirmative Action Plan is available for inspection, please contact the Human Resources Department for further details.

Name In Full: \_\_\_\_\_  
Last First Middle Initial

Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Sex:  
 Male  Female

Ethnic Background:  
 American Indian or Alaskan Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White  
 Hispanic or Latino (all races)  
 Hispanic or Latino (White race only)  
 Hispanic or Latino (all other races)

Disability:  
 Yes  No

Please Describe Disability: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Military Service: \_\_\_\_\_

Disabled Veteran:  Yes  No  
Vietnam Era Veteran:  Yes  No  
Other Veteran:  Yes  No

Position Applied For: \_\_\_\_\_

NOTE: Acrobat Reader 7 or higher is required to use the email function. You may download the latest version of Reader from - <http://get.adobe.com/reader/>