

2-In-1 Skills QuickCheck Application

PLEASE PRINT

CURRENT AS OF 1/99

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for

Date of application

Name

LAST

FIRST

MIDDLE

Social Security#

Address

STREET

CITY

STATE

ZIP CODE

Telephone # ()

Mobile/Beeper/Other Phone # ()

E-mail Address

If you are under 18, and it is required, can you furnish a work permit? ☐ Yes ☐ No

If no, please explain

Have you ever been employed here before? If yes, give dates and positions ☐ Yes ☐ No

Are you legally eligible for employment in this country? ☐ Yes ☐ No

Date available for work / / What is your desired salary range? \$

Type of employment desired ☐ Full-Time ☐ Part-Time ☐ Temporary ☐ Seasonal ☐ Educational Co-Op

Are you able to meet the attendance requirements of the position? ☐ Yes ☐ No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? ☐ Yes ☐ No

If yes, please provide date(s) and details

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

Driver's license number if driving is an essential job function State

Employment History

Provide the following information of your past four (4) employers, assignments or volunteer activities, starting with the most recent.

FROM	TO	EMPLOYER	TELEPHONE #
STARTING JOB TITLE/ FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER			
REASON FOR LEAVING		HOURLY RATE/SALARY START \$ PER FINAL \$ PER	
FROM	TO	EMPLOYER	TELEPHONE#
STARTING J6B TITLE/ FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER			
REASON FOR LEAVING		HOURLY RATE/SALARY START \$ PER FINAL \$ PER	
FROM	TO	EMPLOYER	TELEPHONE#
STARTING JOB TITLE / FINAL J013TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER			
REASON FOR LEAVING		HOURLY RATE/SALARY START \$ PER FINAL \$ PER	
FROM	TO	EMPLOYER	TELEPHONE#
STARTING JOB TITLE/ FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER			
REASON FOR LEAVING		HOURLY RATE/SALARY START \$ PER FINAL \$ PER	

AN EQUAL OPPORTUNITY EMPLOYER

Comments

INCLUDING EXPLANATION OF GAPS IN EMPLOYMENT. EXCLUDE COMMENTS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN/RESERVE NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.

Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Educational Background (if job related)

NAME AND LOCATION	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE?		COURSE OF STUDY
		MAJOR	DEGREE	
HIGH SCHOOL				
COLLEGE				
OTHER				

References

NAME	TELEPHONE	NUMBER OF YEARS KNOWN
	()	
	()	
	()	

Writing Skills

In the space provided, please write why you feel you would be an asset to this company and what job-related characteristics you possess that differentiate you from other applicants. Please include at least four to five sentences.

NOTICE AND ACKNOWLEDGMENT
[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]

NOTICE REGARDING BACKGROUND INVESTIGATION

H-I-S Paint Mfg Co. LLC may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, driving record, and/or mode of living, and which can involve personal interviews with sources such as your current and past employers, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by PreHire Screening Services LLC, 4273 Will Rogers Parkway, Oklahoma City, OK 73108, 1-(866) 405-4473. The scope of this notice and authorization is all-encompassing, however, allowing H-I-S Paint Mfg Co. LLC to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by the Employer by contacting PreHire Screening Services LLC directly.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by PreHire, another outside organization acting on behalf of H-I-S Paint Mfg Co. LLC and/or H-I-S Paint Mfg Co. LLC itself. I agree that a facsimile ("fax") or photographic copy of this Authorization shall be as valid as the original.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company. ☐

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law. ☐

The following is for identification purposes only to perform the background check and will not be used for any other purpose:

<u>DATE</u>	<u>PRINT LEGAL NAME</u>
	<u>SIGNATURE OF EMPLOYEE OR PROSPECTIVE EMPLOYEE</u>
	<u>SOCIAL SECURITY NUMBER</u>
	<u>Date of Birth (For Background Purposes Only)</u>
	<u>Drivers License Number</u> <u>State</u>
Current Address: _____	
Previous Addresses (Last 7 years): _____	
Any other names I have been known by (including maiden name): _____	

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

Any offer of employment I may receive from H-I-S Paint is contingent upon my successful completion of the company's total pre-employment screening process, including the company's receiving references that it considers satisfactory, and my satisfactory completion of any post offer pre-employment medical examination that the company may require. I also agree, if employed, to submit to a medical examination at any time at the company's request. I hereby consent to having the results of any post offer pre-employment or post employment medical exams I may be required to take disclosed to H-I-S Paint Mfg. Co..

I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed, I may be required to submit to an alcohol or drug screening at any time at the discretion of H-I-S Paint Mfg. Co. I hereby consent to having the results of any such alcohol or drug screening I may be required to undergo disclosed to H-I-S Paint Mfg. Co.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant

Date / /

Math Skills Assessment

The following problems measure your understanding of basic math functions. You are to place a checkmark in front of the appropriate response. While you will not be timed, you should complete this section within 3 minutes.

- | | | | | | |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| 1. $\begin{array}{r} 348 \\ + 57 \\ \hline \end{array}$ | <input type="checkbox"/> 305
<input type="checkbox"/> 395
<input type="checkbox"/> 405
<input type="checkbox"/> 415 | 5. $\begin{array}{r} 585 \\ + 15 \\ \hline \end{array}$ | <input type="checkbox"/> 500
<input type="checkbox"/> 590
<input type="checkbox"/> 600
<input type="checkbox"/> 610 | 9. $125 + 5 =$ | <input type="checkbox"/> 15
<input type="checkbox"/> 25
<input type="checkbox"/> 35
<input type="checkbox"/> 45 |
| 2. $\begin{array}{r} 43 \\ - 15 \\ \hline \end{array}$ | <input type="checkbox"/> 28
<input type="checkbox"/> 32
<input type="checkbox"/> 38
<input type="checkbox"/> 42 | 6. $4 \times 15 =$ | <input type="checkbox"/> 50
<input type="checkbox"/> 60
<input type="checkbox"/> 70
<input type="checkbox"/> 80 | 10. $\begin{array}{r} 561 \\ - 77 \\ \hline \end{array}$ | <input type="checkbox"/> 411
<input type="checkbox"/> 474
<input type="checkbox"/> 484
<input type="checkbox"/> 486 |
| 3. $28 + 4 =$ | <input type="checkbox"/> 6
<input type="checkbox"/> 7
<input type="checkbox"/> 8
<input type="checkbox"/> 9 | 7. $\begin{array}{r} 495 \\ + 236 \\ \hline \end{array}$ | <input type="checkbox"/> 731
<input type="checkbox"/> 741
<input type="checkbox"/> 751
<input type="checkbox"/> 761 | | |
| 4. $3 \times 13 =$ | <input type="checkbox"/> 29
<input type="checkbox"/> 33
<input type="checkbox"/> 36
<input type="checkbox"/> 39 | 8. $\begin{array}{r} 41 \\ - 19 \\ \hline \end{array}$ | <input type="checkbox"/> 19
<input type="checkbox"/> 20
<input type="checkbox"/> 21
<input type="checkbox"/> 22 | | |

SCORE _____

Vocabulary and Spelling Skills Assessment

The following questions measure your understanding of basic vocabulary and spelling. You are to place a checkmark in front of the appropriate response. While you will not be timed, you should complete this section within 3 minutes.

- | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Which word below is spelled correctly?
<input type="checkbox"/> Busness <input type="checkbox"/> Business
<input type="checkbox"/> Bisness <input type="checkbox"/> •Biznez | 5. Which word below is spelled correctly?
<input type="checkbox"/> Profesional <input type="checkbox"/> Professional
<input type="checkbox"/> Perfesional <input type="checkbox"/> Proffessional | 9. Which word below is spelled correctly?
<input type="checkbox"/> Retale <input type="checkbox"/> Ritail
<input type="checkbox"/> Retail <input type="checkbox"/> Ritale |
| 2. Which word below is closest in meaning to the word assemble?
<input type="checkbox"/> Dismantle <input type="checkbox"/> Storage
<input type="checkbox"/> Warehouse <input type="checkbox"/> Construct | 6. Which word below is closest in meaning to the word significant?
<input type="checkbox"/> Necessary <input type="checkbox"/> Clear
<input type="checkbox"/> Impeccable <input type="checkbox"/> Important | 10. Which word below is closest in meaning to the word absence?
<input type="checkbox"/> Attendance <input type="checkbox"/> Ulcer
<input type="checkbox"/> Vacancy <input type="checkbox"/> Appearance |
| 3. Which word below is spelled correctly?
<input type="checkbox"/> Guarantee <input type="checkbox"/> Guarante
<input type="checkbox"/> Garantee <input type="checkbox"/> Gaurantee | 7. Which word below is spelled correctly?
<input type="checkbox"/> Hourly <input type="checkbox"/> Hourely
<input type="checkbox"/> Hourley <input type="checkbox"/> Houerly | |
| 4. Which word below is closest in meaning to the word memorandum?
<input type="checkbox"/> Typing <input type="checkbox"/> Manual
<input type="checkbox"/> Report <input type="checkbox"/> Notice | 8. Which word below is closest in meaning to the word objective?
<input type="checkbox"/> Disapprove <input type="checkbox"/> Goal
<input type="checkbox"/> Diagnose <input type="checkbox"/> Thing | |

SCORE _____