



## EMPLOYMENT APPLICATION

805 Uniek Drive, Waunakee, WI 53597

**INSTRUCTIONS:** Please answer all questions. When completing, *do not* identify race, color, gender, age, national origin, citizenship, religion or provide any extraneous information.

Today's Date: \_\_\_\_\_

### 1. PERSONAL INFORMATION

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Home: ( ) \_\_\_\_\_ Work: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Are you 18 years of age or older? \_\_\_\_\_ Are you authorized to work in the U.S.? \_\_\_\_\_  
(If offered employment, you will be required to provide documentation to verify eligibility.)

Are you related to or do you live with anyone who worked at Uniek, Inc. or who currently works at Uniek, Inc.? \_\_\_\_\_

If yes, whom? \_\_\_\_\_

Have you ever worked for Uniek, Inc. before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Name of last supervisor at Uniek, Inc.: \_\_\_\_\_

Have you ever applied for work with Uniek, Inc. before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If yes, may we contact your current employer? \_\_\_\_\_

Are there any periods during the year during which you will not be available to work because of other commitments? For example, summers or holiday periods? If yes, please list such periods:

### 2. WORK DESIRED

What kind of work, job or position are you seeking? \_\_\_\_\_

Shift Preference (Please circle one if this applies):

#### Uniek - Waunakee Location

Production/Assembly: 1<sup>st</sup> Shift (7a-3p) 2<sup>nd</sup> Shift (3p-11p)

DC Dotcom: 1<sup>st</sup> Shift (5a-1p) 2<sup>nd</sup> Shift (1p-9p) 3<sup>rd</sup> Shift (9p-5a Sun-Thurs) DC Imports: 1<sup>st</sup> Shift (5a-1p)

DC Retail: 1<sup>st</sup> Shift (6a/7a-2p/3p) 2<sup>nd</sup> Shift (11a-7p)

#### Amanti Art (a division of Uniek) – Madison Location

Production/Assembly: 1<sup>st</sup> Shift (6am – 2pm)

What pay are you seeking? \_\_\_\_\_ Date you can start: \_\_\_\_\_

This job may require working overtime and on weekends. Are you available to work overtime? \_\_\_\_\_

**3. EMPLOYMENT HISTORY**

**CURRENT/LAST EMPLOYER:**

From \_\_\_\_\_ To \_\_\_\_\_ Name of Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Position Held: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

**PREVIOUS EMPLOYER:**

From \_\_\_\_\_ To \_\_\_\_\_ Name of Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Position Held: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

**PREVIOUS EMPLOYER:**

From \_\_\_\_\_ To \_\_\_\_\_ Name of Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Position Held: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

**4. EDUCATION AND TRAINING**

Name and Location of Schools Attended	Years Attended	Major Course of Study	Graduated?
High School:			
College:			
College:			
Other:			

**5. OTHER BACKGROUND**

Describe any training or experience you have that you believe qualifies you for the job you are seeking:

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Describe any equipment you have worked with or operated in prior jobs that you believe is beneficial to you for the job for which you are applying:

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Do you have a license or certificate to work at a specific occupation or job? \_\_\_\_\_ Which? \_\_\_\_\_

Have you been convicted of a crime in the past 7 years? (Do not include convictions where the records have been expunged.) \_\_\_\_\_

If Yes, please identify the crime(s) for which you were convicted, date of conviction, and the state/county where convicted:

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A conviction will not automatically disqualify you from employment. No applicant will be denied a position because of a past conviction which is not substantially related to the circumstances of the employment sought.

Are you a veteran of the United States armed services? \_\_\_\_\_ If yes, what were your service dates? \_\_\_\_\_

Have you ever used a name other than the one on this application? \_\_\_\_\_

If yes, what name, when, and where? \_\_\_\_\_

Have you ever been fired from any employment or been disciplined for conduct connected to work? Yes  No

If yes, please explain: \_\_\_\_\_

**6. REFERENCES**

Identify three persons not related to you that you have known for at least one year.

Name	Address/e-mail address	Telephone Number	Relationship	Years Known

**READ BEFORE SIGNING**

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I certify that the information on this application is complete, true and correct. I also authorize Uniek, Inc. to check the references and statements on this application, agree to cooperate with such an investigation and release it and anyone furnishing information from all liability or damage to me related to the information provided.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that job offers with Uniek, Inc. may be contingent on successfully passing a drug screen. I also understand that I may be required to sign a Confidentiality and/or Non-compete Agreement as a condition to employment.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract.

I further understand that Uniek, Inc. is an "at-will" employer. That means either I or Uniek, Inc. may terminate the employment relationship, with or without notice, for any reason or no reason at any time.

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Uniek, Inc. is an equal opportunity employer and does not discriminate against otherwise qualified applicants based on race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.