

APPLICATION FOR EMPLOYMENT



Spika Design & Manufacturing, Inc.
 254 Cottonwood Creek Road - PO Box 1123
 Lewistown, MT 59457
 406-535-5678 - www.spikamfg.com

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, marital status, or disability.

PERSONAL INFORMATION			
LAST NAME	FIRST NAME	POSITION APPLYING FOR	DATE AVAILABLE
CURRENT ADDRESS	CITY	STATE	ZIP
HOME PHONE	CELL PHONE	EXPECTED BEGINNING WAGE	ARE YOU A VETERAN? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOW DO YOU FEEL ABOUT WORKING OVERTIME? <input type="checkbox"/> I can't do it <input type="checkbox"/> I can do some if needed <input type="checkbox"/> I like to do it			
HAVE YOU EVER BEEN CONVICTED OF A FELONY? IF YES, PLEASE EXPLAIN. <i>A felony conviction does not automatically bar you from employment.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No EXPLANATION:			
WHAT IS THE HIGHEST LEVEL OF EDUCATION YOU HAVE ATTAINED?		INSTITUTION NAME	
Complete this section only if applying for "any" or "assembly" positions:			
DO YOU HAVE A VALID DRIVER'S LICENSE? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes:</i> STATE OF ISSUE	<i>If yes:</i> DO YOU HAVE AN INSURABLE DRIVING RECORD? <input type="checkbox"/> Yes <input type="checkbox"/> No	

WORK EXPERIENCE			
<i>You may skip this section if you have attached a resume that includes all of the information requested.</i>			
COMPANY 1 (Most Recent)	LOCATION	SUPERVISOR	PHONE NUMBER
JOB TITLE	DATES FROM TO	ARE YOU STILL EMPLOYED THERE? <input type="checkbox"/> Yes <input type="checkbox"/> No	
JOB DESCRIPTION (DUTIES, SKILLS, EQUIPMENT USED, ACHIEVEMENTS, ETC.)			
REASON FOR LEAVING			MAY WE CONTACT YOUR EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No

COMPANY 2	LOCATION	SUPERVISOR	PHONE NUMBER
JOB TITLE	DATES FROM TO	ARE YOU STILL EMPLOYED THERE? <input type="checkbox"/> Yes <input type="checkbox"/> No	
JOB DESCRIPTION (DUTIES, SKILLS, EQUIPMENT USED, ACHIEVEMENTS, ETC.)			
REASON FOR LEAVING			MAY WE CONTACT YOUR EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No

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WORK EXPERIENCE <i>(Continued)</i>			
COMPANY 3	LOCATION	SUPERVISOR	PHONE NUMBER
JOB TITLE	DATES FROM TO	ARE YOU STILL EMPLOYED THERE? <input type="checkbox"/> Yes <input type="checkbox"/> No	
JOB DESCRIPTION (DUTIES, SKILLS, EQUIPMENT USED, ACHIEVEMENTS, ETC.)			
REASON FOR LEAVING			MAY WE CONTACT YOUR EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No

REFERENCES <i>(Previous Co-workers are Helpful)</i>		
NAME	PHONE NUMBER	RELATIONSHIP
1.		
2.		
3.		

PLEASE READ THROUGH THE FOLLOWING DESCRIPTIONS AND PICK THE ONE THAT BEST DESCRIBES YOU. <i>Complete regardless of position you are applying for.</i>	
<input type="checkbox"/>	I'm a leader who likes to take control of a project and see it through. I prefer to recognize the needs of a job, determine how best to address them, and use others to help me make it work.
<input type="checkbox"/>	I'm a worker who gets things done when told what to do and how to do a job. I'd prefer to not have to make a lot of decisions; I feel management needs to do that and leave me to do the job. I take pride in my work and prefer to work alone on tasks to make sure they get done right.
<input type="checkbox"/>	I'm a worker who can add skills and talents to a team. I may not be able to do everything, but I can do many things well, and I look forward to learning new skills and increasing my abilities by interacting with others.
<input type="checkbox"/>	I'm a worker who gets things done rapidly and moves on to the next project. Once I learn a skill, few people can work faster than me. I enjoy friendly competition with other workers to see who can get the tasks performed the quickest.
<input type="checkbox"/>	I'm a worker who prides myself on paying attention to detail. When I am done with a task, you can be sure that it is done right and nothing has been overlooked. It may take me a little longer than others, but you will never have to rework anything I've done. I am proud to sign my name to anything I have worked on.
<input type="checkbox"/>	I'm an average-to-above average worker who's looking for a business where management knows what they're doing. Too many businesses have management that hasn't got a clue what they're doing but expect the workers to make it all come out right. When it doesn't, they blame the workers.
<input type="checkbox"/>	My greatest asset is my organizational skills. I like to get everything lined up and thought through before I start. My workspace is always clean, neat, and organized, and I follow the same procedure each time I do a task, which allows me to be very efficient and minimizes mistakes. I really prefer to work from blueprints that allow me to build things exactly as they are shown, and I dislike having to "fly by the seat of my pants."
<input type="checkbox"/>	I'm a worker who doesn't necessarily get a lot done, and I make quite a few mistakes in what I do, but I'm very punctual. I am on time for work every day, and I clock out exactly at quitting time. You can set your watch by me.

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SKILLS AND CERTIFICATIONS

PLEASE LIST ANY RELEVANT AREAS OF EXPERTISE OR CERTIFICATIONS.

PLEASE LIST FOUR QUALITIES YOU FEEL MAKE YOU A DESIRABLE EMPLOYEE.

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

PLEASE INDICATE YOUR LEVEL OF PROFICIENCY IN THE FOLLOWING. *Complete only if applying for a production position.*

	No Experience			Limited Experience				Proficient		
	1	2	3	4	5	6	7	8	9	10
Production Data Reading/Interpretation (i.e. Blueprints)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Tool Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cutting/Sawing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual Machining	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CNC Machining	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MIG Welding – Aluminum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MIG Welding – Steel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TIG Welding – Aluminum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TIG Welding – Steel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Assembly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industrial Electrical Wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industrial Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crating/Palletizing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parts Inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lean Manufacturing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality Management Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL INFORMATION

PLEASE LIST ANY ADDITIONAL INFORMATION NECESSARY TO DESCRIBE YOUR FULL QUALIFICATIONS FOR THE POSITION.

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I hereby authorize Spika to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I understand that misrepresentation or omission of facts on this application or in any written or oral statement used to secure my employment may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of Spika. I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I understand that filling out this form does not indicate there is a position open and does not obligate Spika to hire me.

I understand that Spika requires pre-employment drug testing for all applicable employees, and that all offers of employment are contingent upon taking and passing a standard drug test.

I understand that Spika participates in the E-Verify Employment Verification Program to determine the eligibility of an employee to work in the United States, and that all offers of employment are contingent upon successful verification.

SIGNATURE

DATE

Please send your application and a resume to employment@spikamfg.com or mail to PO Box 1123, Lewistown, MT 59457.

If submitting by email, you will be able to sign your application at an interview.

PRE-EMPLOYMENT INFORMATION SELF-IDENTIFICATION FORM

Name: _____

Date: _____

Position Applied For: _____

RACE/ETHNICITY

- Hispanic/Latino (If yes, check box and skip to Gender. If no, use categories below.)
- White
- Black or African American
- Asian
- American Indian / Alaskan Native
- Hawaiian / Pacific Islander
- Two or More Races
- Choose not to self-identify

GENDER

- Male
- Female
- Choose not to self-identify

Qualified applicants are considered for employment, and employees are treated during employment, without regard to race, color, religion, gender, national origin, age, marital status, medical condition or disability.

Please complete this information to assist us in complying with Equal Opportunity/Affirmative Action recordkeeping and reporting requirements. Providing this information is voluntary, and refusal to provide the information will not result in any adverse treatment. This information will be kept in a separate, confidential file and will be used only for safety and government reporting purposes.

Invitation to Self-Identify (Veteran Status)

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following: a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; **or** a person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at **1-866-4-USA-DOL**.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below.

As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE

I AM NOT A PROTECTED VETERAN

Name: _____ Date: _____

Position Applied For: _____