

Employment Application



Nine Reasons why Ultra-met is the **Premier Employer** of Urbana

- Employee Wi-Fi access
- Air-conditioned work environment
- Growing business
- Limited repetitive work
- No Layoffs since 2008
- Serving a diverse group of businesses
- Limited heavy lifting
- Tuition assistance program
- Competitive pay and benefits

Human Resources
PHONE: (937) 653-2133 ext 221
FAX (937) 653-7125
jobs@ultra-met.com

720 North Main Street
Urbana, Ohio 43078



Please submit your application and or resume to:

Email: jobs@Ultra-met.com

Fax: 937-652-1596

Mail: Ultra-met
720 North Main Street
Urbana, Ohio 43078

Application for Employment

APPLICANT INFORMATION

Last Name		First		M.I.	Date	
Street Address				Apartment/Unit #		
City			State		ZIP	
Phone			E-mail Address			
Date Available		Social Security No.		Desired Wage/Salary Desired		
Position Applied for			Shift Desired		1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/>	
				Can you work overtime?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		

EDUCATION

High School		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
College		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
Other		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree

SKILLS AND TRAINING

Describe special job-related skills and qualifications acquired from course work, employment or other experience. Include any computer and software training.

List any special tools, equipment and or machines your can operate and describe your level of proficiency:

List any additional relevant skills you have:

Have you ever had any job-related training in the United States Military? Yes no, If yes, please describe

Use the space below to summarize any additional information to describe your full qualification for the position for which you are applying.

PREVIOUS EMPLOYMENT LAST 10 YEARS OR RELEVANT EXPERIENCE

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	

Dear Applicant,

Please complete this application and send to Human Resources Department by 4 Choices:

- FAX to: 937-652-7125
- DROP OFF to: Company Office
- SCAN to: jobs@Ultra-met.com
- MAIL to: 720 North Main Street, Urbana, Ohio 43078

Thank you Ultra-met. Human Resources Department

DISCLAIMER AND SIGNATURE

The above information is true and complete to the best of my knowledge. Should I be employed by Ultra-met, any misrepresentation or false statement contained herein may be considered cause for possible dismissal.

Signature

Date

EMPLOYMENT BACKGROUND AUTHORIZATION

1. I hereby affirm that the information provided in this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me and may be considered sufficient justification for dismissal if discovered at a later date. When I responded to questions on this application, I continued on a separate sheet of paper and attached it to this application when I required more space to fully answer all questions.
2. I understand that an investigative report may be generated on me that may include information as to written, oral, or other -- from a consumer reporting agency bearing on my creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, mode of living, my character, work habits, performance and experience, along with reasons for termination of past employment, financial/credit history. Criminal history records from any criminal justice agency in any or all-federal, state, city and county jurisdictions. Included as well but not limited to State Department of Motor Vehicle/Drivers' License Records to include traffic citations and registration. As well as Military National Personnel Record Center, Educational institutions including but not limited to transcripts or any individual, company, firm, corporation, present and/or past employers, public agencies (including the Social Security Administration and the US Citizenship & Immigration Services). I fully give my consent to and understand that Ultra Met and /or their agent Gall & Gall Company, Inc. may be requesting information from public and private sources about any of the information noted earlier in this paragraph.
3. If applicable all medical and workers' compensation information will be requested in compliance with all Federal and State laws including the Americans with Disabilities Act (ADA). According to the Fair Credit Reporting Act (FCRA), I am entitled to know if the considerations for which I am applying are denied because of information obtained from a consumer-reporting agency. If so, I will be notified and be given the name of the agency providing that report.
4. I agree that a photocopy or telephonic facsimile of this authorization shall be valid as the original. This release is valid for most federal, state and county agencies including the Minnesota Department of Labor.
5. Minnesota, Oklahoma, and New York applicants only: Please check this box if you want a copy of the consumer report if one is obtained by Ultra Met .
6. California applicants only: By signing below, you 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 the investigative consumer report or consumer credit report if one is obtained by Ultra Met at no charge whenever you have the right to receive such a copy under California law. .
7. I hereby authorize, without reservation, any one contacted by Ultra Met. and/or their agent Gall & Gall Company, Inc., to furnish the information described in Section 1.
8. If employed by Ultra Met I hereby authorize, without reservation, Ultra Met and/or their agent Gall & Gall Company, Inc., to re-investigate me as described in the above paragraphs at anytime during my employment.

APPLICANT COMPLETE THE FOLLOWING:

SIGNATURE

TODAY'S DATE

PLEASE, PRINT FULL NAME