



EMPLOYMENT APPLICATION

Please complete the entire application

1. **Employer Information**

Employer: Apex Manufacturing Group Inc.
Address: 825 Dawson Drive Suite 1
City/State/ZIP: Newark, Delaware 19713
Telephone: (302) 294-6167
Fax: (302) 294-6750

It is the policy of Apex Manufacturing Group Inc. to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status.

2. **Applicant Information**

Applicant Full Name: _____
Home Address: _____
City/State/ZIP: _____
Number of years at this address: _____
Daytime Phone: _____ Evening Phone: _____
Mobile Phone: _____
Social Security Number: _____
Driver's License (State/Number): _____

3. Job Position Applied For: _____

4. Salary Desired: \$ _____ per _____

5. How did you hear about our company?

Do you have any friends or relatives who work here? If yes, please list here:



6. Have you applied to our company previously? _____ Yes _____ No

If yes: Previous Date of Application _____

7. Are you at least 18 years old? _____ Yes _____ No

8. Are you willing to work any shift, including nights and weekends?
_____ Yes _____ No

If no, please state any limitations:

9. If applicable, are you available to work overtime? ____ Yes ____ No ____ N/A

10. If you are offered employment, when would you be available to begin work?

11. If hired, are you able to submit proof that you are legally eligible for employment in the United States? _____ Yes _____ No

12. Are you able to perform the essential functions of the job position you seek with or without reasonable accommodation? _____ Yes _____ No

What reasonable accommodation, if any, would you request?

13. Have you ever been CONVICTED of a felony or misdemeanor?

_____ Yes _____ No

If Yes: I was convicted of _____ on
_____ (date) in _____ (city), _____ (state)

THE EXISTENCE OF A CRIMINAL RECORD DOES NOT CONSTITUTE AN
AUTOMATIC BAR TO EMPLOYMENT UNLESS RELEVANT TO THE TYPE OF
EMPLOYMENT.



14. Please read all of the following questions before providing a single answer at the bottom of this page.

- Are you under indictment or information in any court for a felony, or any other crime, for which the judge could imprison you for more than one year?
- Have you ever been convicted in any court of a felony, or any other crime, for which the judge could have imprisoned you for more than one year, even if you received a shorter sentence including probation?
- Are you a fugitive from justice?
- Are you an unlawful user of, or addicted to, marijuana or any depressant, stimulant, narcotic drug, or any other controlled substance?
- Have you ever been adjudicated mentally defective OR have you ever been committed to a mental institution?
- Have you been discharged from the Armed Forces under dishonorable conditions?
- Are you subject to a court order restraining you from harassing, stalking, or threatening your child or an intimate partner or child of such partner?
- Have you ever been convicted in any court of a misdemeanor crime of domestic violence?

_____ Yes _____ No

DUE TO THE NATURE OF THE WORK THAT APEX MANUFACTURING GROUP INC. PERFORMS, ANSWERING YES TO ANY OF THE ABOVE QUESTIONS CONSTITUTES AN AUTOMATIC BAR TO EMPLOYMENT.



15. Applicant's Skills

Check those skills that you have. List any other skills that may be useful for the job you are seeking. Enter the number of years of experience and select the number which corresponds to your ability for each skill. (1 represents no ability, while 5 represents exceptional ability.)

Skill	Years of Experience	Rating
Typing		1 2 3 4 5
Microsoft Office Suite (Word, Excel, etc.)		1 2 3 4 5
Google G Suite (Docs, Sheets, etc.)		1 2 3 4 5
Accounting/Bookkeeping		1 2 3 4 5
Answering Telephones		1 2 3 4 5
Filing		1 2 3 4 5
Customer Service		1 2 3 4 5
Algebra		1 2 3 4 5
Trigonometry		1 2 3 4 5
Calculus		1 2 3 4 5
Measuring with Micrometer		1 2 3 4 5
Measuring with Calipers		1 2 3 4 5
Measuring with Optical Comparator		1 2 3 4 5
GD&T		1 2 3 4 5
Feeds & Speeds		1 2 3 4 5
Other Skills		
		1 2 3 4 5
		1 2 3 4 5
		1 2 3 4 5



16. Applicant Employment History

List your current or most recent employment first. Please list all jobs (including self-employment and military service) which you have held and list and explain any gaps in employment. If additional space is needed, please note on application and submit in a different document.

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Telephone: _____
Job Duties:

Reason for Leaving: _____
Dates of Employment (Month/Year): _____

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Telephone: _____
Job Duties:

Reason for Leaving: _____
Dates of Employment (Month/Year): _____

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Telephone: _____
Job Duties:

Reason for Leaving: _____
Dates of Employment (Month/Year): _____



17. Applicant's Education and Training

College/University Name and State

Did you receive a degree? _____ Yes _____ No

If Yes, Degree(s) Received & Year

High School/GED Name and State

Did you receive a degree? _____ Yes _____ No

Other Training (graduate, technical, vocational):

Please indicate any CURRENT professional licenses or certifications that you hold:

Please indicate any previous professional licenses or certifications that you have held:

Awards, Honors, Special Achievements:

Military Service: _____ Yes _____ No

Branch: _____



19. References

List any two non-relatives who would be willing to provide a reference for you

Name: _____
Address: _____
City/State/ZIP: _____
Telephone: _____
Relationship: _____

Name: _____
Address: _____
City/State/ZIP: _____
Telephone: _____
Relationship: _____

20. Please provide any other information that you believe should be considered, including whether you are bound by any agreement with any current employer:



CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize Apex Manufacturing Group Inc. to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

I authorize Apex Manufacturing Group Inc. to perform a state background check and consent to the prerequisite drug screening process as a condition of employment.

If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its CEO, the employment relationship will be "at-will." In other words, the relationship will be entirely voluntary in nature, and either I or my employer will be able to terminate the employment relationship at any time and without cause. With appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer will have the same right. Moreover, no agent, representative, or employee of Apex Manufacturing Group Inc., except in a specific written contract of employment signed on behalf of the organization by its CEO, has the power to alter or vary the voluntary nature of the employment relationship.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

SIGNATURE

DATE