



EMPLOYMENT APPLICATION

It is the policy of BURCO not to discriminate in hiring and employment on the basis of race, color, religion, national origin, sex, disability, age or other protected class as provided by all applicable state and federal laws. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Answer each question fully and accurately. If you provide false or misleading information during the application process or during your employment with BURCO, this may result in disciplinary action including up to termination of employment or a decision to not consider you further for employment. PLEASE PRINT, except for signature. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information. Interviews are scheduled depending on company needs, time availability and employee qualifications.

GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Date
Address (Mailing Address)	(City)	(State)	(Zip) Phone () -
E-mail Address			

POSITION

Position or Type of Employment Desired	Will Accept: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> 1 st Shift 8:00 am to 4:30 pm <input type="checkbox"/> 2 nd Shift 4:00 pm to 12:30 am <input type="checkbox"/> 3 rd Shift 12:00 am to 8:30 am Date Available
Have you ever been employed at Burco Corporation before? <input type="checkbox"/> No <input type="checkbox"/> If yes, when?	
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Salary Desired	

EDUCATION AND TRAINING

School or Institution	Name and Address of School	Major	Year Graduated	Degree
High School				
College				
Other				
Special Abilities and Skills	Professional Certificates or Licenses Held			
Extracurricular Activities	Present Professional Affiliations			
Languages Read, Written or Spoken Fluently Other Than English				

REFERENCES

Name	Position	Address	Telephone

Last:

First:

Middle:

Phone:

BURCO CORPORATION
 15015 Herriman Boulevard, Noblesville, IN 46060

WORK EXPERIENCE—*Most recent first, include voluntary work and military experience*

Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Assigned duties (List at least 5)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Assigned duties (List at least 5)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Assigned duties (List at least 5)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:		

Production experience (Years and months) _____ Do you have reliable form of transportation (Mark one) YES NO
 Plastic molding experience (Mark one) YES NO
 Plastic molding experience (Years and months) _____
 Quality Assurance experience (Mark one) YES NO
 Quality Assurance experience (Years and months) _____

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant _____ Date _____