



READ THIS FIRST

Please use Adobe® Acrobat or Adobe® Reader to fill out your application.

Adobe® Reader is available as a free download at: <http://get.adobe.com/reader/>

1. If you use Gmail, Yahoo Mail, Hotmail, or any other web-based email service, you MUST save this file, and send your application (as an email file attachment) to: employment@excelfoundry.com

2. Save this file to your desktop (by clicking File > Save As...). Use your first and last name in the file name.
(i.e. "john_smith_employment_application.pdf") .

3. Save the file as you go, to prevent losing any of your information if the program crashes.

Macintosh Users:

Please avoid using "Preview" to fill out this application. Please use your Adobe® application of choice.

TO SUBMIT A RESUMÉ

Please e-mail your resume (as a file attachment in PDF or Microsoft Word format) to:
employment@excelfoundry.com

We request a completed application for ALL applicants, so please fill out this application in addition to submitting your resume.

APPLICATION FOR EMPLOYMENT

Excel Foundry & Machine, Inc.
14463 Wagonseller Road • Pekin, Illinois 61554
309.347.3031 • Fax: 309.347.5930
Employment@ExcelFoundry.com



IMPORTANT NOTE

Please fill out the entire document and print clearly in ink. Excel Foundry & Machine, Inc. considers all applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, gender identity and expression, marital or military status, or based on any individual's status in any group or class protected by applicable federal, state, or local law. Excel also provides reasonable accommodations to qualified individuals with disabilities. If we could assist you with any reasonable accommodations during the hiring process, please call 309.347.3031 and ask for Human Resources.

CONTACT INFORMATION

Full Name: _____
Last First Middle Initial

(Optional) Preferred Nickname _____

Current Address: _____
Street and Number

City State Zip

Phone Numbers _____
Primary Phone Number Optional Alternative Phone Number

(Optional) Email Address _____

Position Applied for: _____

Other Positions you would consider: _____

BASIC INFORMATION

Type of Employment: Full-time Part-time Temporary

Shifts Available to Work: First Second Third

Have you ever applied to Excel Foundry & Machine, Inc. or FLSmith Pekin?

Yes No If yes, please provide approximate month and year: _____

Have you ever been employed by Excel Foundry & Machine, Inc. or FLSmith Pekin?

Yes No If yes, please provide approximate month and year: _____

Date you could begin working at Excel Foundry: _____ Minimum Hourly Pay/Salary Requested: _____

Do you have any family members currently employed by Excel Foundry & Machine, Inc. or FLSmith Pekin?

Yes No Name(s): _____

How did you hear about our employment opportunities?

- Employee Referral Who: _____
- Job Posting Website Site: _____
- Television Station: _____
- Radio Station: _____
- Agency Which: _____
- College Which: _____
- Newspaper Name: _____
- Other What: _____
- Word of Mouth
- Employment Open House
- Internet Search
- Facebook

Are you 18 years of age or older? Yes No

Social Security Number: - -

SECURITY

Have you been convicted of a felony? Yes No

*In answering this question, you are not obligated to disclose any convictions that have been sealed, annulled, expunged, dismissed, erased, impounded, cleared, vacated, or officially pardoned. Before answering this question please review the specific laws in your state.

Illinois applicants only: A conviction record will not necessarily be a bar to employment. Applicants are not obligated to disclose sealed or expunged records of conviction or arrest, or expunged juvenile records of conviction or arrest. Applicants may answer "no record" to inquiries about convictions or arrests in which the records have been sealed or expunged, or to inquiries about juvenile records of convictions or arrests in which the records have been expunged.

If yes, please provide specifics:

Have you ever taken merchandise, money, or property from an employer without permission? Yes No

If yes, please provide specifics:

PERSONAL REFERENCES

Name	# years acquainted	Occupation	Phone Number

EMERGENCY CONTACT

In case of emergency, please notify: _____
Name

Phone _____ Relationship to You _____

Street and Number _____ City _____ State _____ Zip _____

EXPERIENCE

Please provide accurate and complete information even if you are attaching a resume. Start with your most recent (or present if applicable) employer. Please include any self-employment, volunteer work, military experience, and any other part-time or temporary work. Please provide your last four previous employers starting with the most recent.

Name of Business		Type of Business	
Address		Phone Number	
Job Title		Name of Direct Supervisor	
Job Duties			
Starting (Month/Year)	Ended (Month/Year)	Starting Hourly Rate or Salary	Ending Hourly Rate or Salary
Reason for leaving _____			
May we contact this former employer to verify the above information? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of Business		Type of Business	
Address		Phone Number	
Job Title		Name of Direct Supervisor	
Job Duties			
Starting (Month/Year)	Ended (Month/Year)	Starting Hourly Rate or Salary	Ending Hourly Rate or Salary
Reason for leaving _____			
May we contact this former employer to verify the above information? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of Business		Type of Business	
Address		Phone Number	
Job Title		Name of Direct Supervisor	
Job Duties			
Starting (Month/Year)	Ended (Month/Year)	Starting Hourly Rate or Salary	Ending Hourly Rate or Salary
Reason for leaving _____			
May we contact this former employer to verify the above information? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of Business		Type of Business	
Address		Phone Number	
Job Title		Name of Direct Supervisor	
Job Duties			
Starting (Month/Year)	Ended (Month/Year)	Starting Hourly Rate or Salary	Ending Hourly Rate or Salary
Reason for leaving _____			
May we contact this former employer to verify the above information? <input type="checkbox"/> Yes <input type="checkbox"/> No			

EDUCATION AND TRAINING

Check highest grade completed: Elementary: 6 7 8 High School: 9 10 11 12 College: Asso. Bach. Mast. Dr.

High School: _____
Name City, State

Diploma or GED received? _____

College or Trade School: _____
Name City, State

Major Minor Certifications/Degrees

College or Trade School: _____
Name City, State

Major Minor Certifications/Degrees

May we contact these schools you attended to verify the above information? Yes No

List any other special training, experience, qualifications or skills you find relevant to the position that you are applying for:

ACKNOWLEDGEMENT AND AUTHORIZATION

I certify that all statements and information provided are true and accurate. I understand that the fabrication of any information given on this application or during any interview is grounds for rejecting my application (or for immediate discharge if the fabrication is discovered after employment.) I understand, also, that if employed I shall be required to abide by all rules and regulations of the employer. I also understand that Excel Foundry & Machine, Inc. is not obligated to provide me with employment, and I am not obligated to accept any offered employment.

I hereby authorize the investigation of all statements and information contained in this application as may be necessary in arriving at an employment decision.

I hereby give permission to conduct a pre-employment medical examination, including drug and alcohol screening as a last step in hiring; agreeing that the results of any such tests will be the property of Excel Foundry & Machine, Inc., and that failure to take such an examination will disqualify me from consideration for employment.

I understand that neither this document nor any offer of employment from the employer constitutes an employment contract; and that any work relationship that may arise, may be terminated at any time by either party. It is understood that no potential supervisor has authority to change the terms of employment explained in this application. I further understand and agree that all my wages, benefits, and conditions of employment can be changed by Excel at any time in its sole discretion.

I understand and hereby authorize Excel Foundry & Machine, Inc. to conduct a background inquiry to verify the information on this application and any Company form completed by me. I authorize all previous employers or other persons who have knowledge of me or my records to release such information to Excel Foundry & Machine, Inc. and any persons or companies that participates or conducts a background inquiry regarding me from all claims or liabilities, whatever that may arise by such disclosure or such investigation.

By typing my name in the space below, I certify that I have read and agree with the above statements.

Signature of Applicant

Date

Please save your file before submitting!
Web-mail users: please email your application
(as a file attachment) to employment@excelfoundry.com

PLEASE NOTE

Due to the volume of applicants our team is not able to contact and interview everyone who applies.

Please **DO NOT CALL** regarding the status of your application. Someone from our team will contact you by phone if we wish to pursue interviewing you. Your application will remain active in our files for 12 months. If it has been over 12 months since you applied and you still wish to be eligible for employment opportunities at Excel, we ask that you reapply.

A current list of all of our open positions is available at www.excelfoundry.com