

QUESTIONNAIRE

Yes No

- Are you 18 years of age or over? Yes No
- If no, are you 16 years of age or over? Yes No
- If so, are you able to provide working papers? Yes No
- Are you legally eligible for employment in this country? Yes No
- Are you able to meet the attendance requirements of the position? Yes No
- Have you been convicted of a matter related to workplace violence in the last seven (7) years? Yes No
- Have you been convicted of a crime in the last seven (7) years?* Yes No
- If yes, please explain: _____
- Have you ever worked at Trion before? Yes No
- If yes, please list the dates. Began: _____ Ended: _____

EDUCATIONAL BACKGROUND

Name and Location	Graduating Year	Areas of Study/Major
High School:		
College:		
Other:		

REFERENCES

Name	Telephone	Years Known

Please List any family members past or present employed at Trion:

EMPLOYMENT HISTORY

Starting with the most recent, please provide the following information for your past three (3) employers, assignments, or volunteer activities.

Date Held:	Employer:
Job Title:	Address:
Supervisor:	Phone Number:
Reason for Leaving:	Job Description and Responsibilities:
Hourly Rate or Salary: Start \$:____Per____ Final \$:____Per____ Salary\$:_____	

Date Held:	Employer:
Job Title:	Address:
Supervisor:	Phone Number:
Reason for Leaving:	Job Description and Responsibilities:
Hourly Rate or Salary: Start \$:____Per____ Final \$:____Per____ Salary\$:_____	

Date Held:	Employer:
Job Title:	Address:
Supervisor:	Phone Number:
Reason for Leaving:	Job Description and Responsibilities:
Hourly Rate or Salary: Start \$:____Per____ Final \$:____Per____ Salary\$:_____	

SKILLS AND QUALIFICATIONS

LEGAL WAIVER

I understand that if I am employed by Trion Industries, Inc., any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, and educational institutions, and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for obtaining and using this information, I also release all other persons, corporations, and organizations for furnishing such information.

The employer does not unlawfully discriminate in its hiring practices and questions on this application are not used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

I understand that this application will stay on file for one (1) year. During that period of time, if part of this application changes, I agree to provide Trion Industries, Inc. and the associated parties with correct and up to date information. After one (1) year has passed, I may resubmit an application for consideration.

If I am hired, I understand that I am free to resign at any time, with or without cause, and without prior notice. The employer reserves the same right to terminate my employment at any time, with or without cause, and without prior notice; except as may be prohibited by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is this company's policy not to refuse employment of a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

*Conviction will NOT necessarily prevent an employment opportunity with our company. Each instance and explanation will be considered in relation to the position for which you are applying.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature: _____

Date: _____

TRION INDUSTRIES, INC.
ATTENTION: HUMAN RESOURCES
297 LAIRD STREET, WILKES BARRE, PA 18702
UPDATED: Jan 2015

AFFIRMATIVE ACTION VOLUNTARY INFORMATION

We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard, or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

In an effort to comply with requirements regarding government record keeping, reporting, and other legal obligations which may apply, we invite you to complete this applicant data survey. Information that you provide is **STRICTLY VOLUNTARY** and will not be used for interview purposes.

Please be advised that this survey is **NOT** part of your official application for employment. Failure to complete this survey will not subject you to any adverse hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations. Your cooperation is appreciated.

POSITION

Position(s) Applied For:

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Date of Application:

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REFERRAL SOURCE

- Walk-In Government Employment Agency Private Employment Agency
 Employee Relative School
 Advertisement (Source): _____ Other: _____

PERSONAL DETAILS

Name:

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Street Address Line 1:

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Street Address Line 2:

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City, State, & Zip Code:

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Home Phone Number:

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Cell Phone Number:

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Please Check One of the Following Equal Employment Opportunity Identification Groups:

- White (not of Hispanic origin) Black (not of Hispanic origin) Hispanic
 American Indian/Alaskan Native Asian/Pacific Islander Multiracial

Signature: _____

Date: _____

FOR ADMINISTRATIVE USE ONLY

Position(s) Applied for: _____

Available

Not Available

Other positions considered for: _____

Hired:

Yes

No

From the EEO job classifications listed below, which one best describes the positions filled?

- Officials and Managers Sales Workers Operatives (semi-skilled)
 Professionals Offices and Clerical Workers Laborers (unskilled)
 Technicians Craft Workers (skilled) Service Workers

Notes: _____