

Barnes, Inc.

6433 Nesbitt Road
Madison, WI 53719
(608) 845-3230

APPLICATION FOR EMPLOYMENT

BARNES, INC. IS AN EQUAL OPPORTUNITY EMPLOYER. PROSPECTIVE EMPLOYEES WILL RECEIVE CONSIDERATION REGARDLESS OF AGE, RACE, CREED, COLOR, HANDICAP, MARITAL STATUS, SEX, NATIONAL ORIGIN, ANCESTRY, SEXUAL ORIENTATION, ARREST OR CONVICTION RECORD, OR VETERAN STATUS.

Please print, type, or write clearly. Your application will be given every consideration, but its receipt does not imply that the applicant will be employed.

PERSONAL	Last name	First	Middle	Date
	Address			Home Telephone ()
	City, State, Zip			Business Telephone ()
	Position Applying For			Pay Rate Expected
	Are you legally eligible for work in the United States? Yes No			Are you currently a student? Yes No
	Ever worked for Barnes, Inc. before? Yes No If yes, when?			
	Do you have a valid driver's license? Yes No			
	License # _____			
	Are you available for full-time work? Yes No			Date available to begin work?
	Describe any specific training or professional experience which you feel makes you a desirable candidate for this position: _____ _____			

EDUCATION	SCHOOL	YEARS COMPLETED	DIPLOMA/DEGREE	AREA OF STUDY

Please answer the questions below only for the position(s) for which you are applying:

- MECHANIC/SHOP, LANDSCAPE AND LANDSCAPE MAINTENANCE DIVISION AND SNOW REMOVAL POSITIONS

Has your employment been terminated or have you been convicted of or do you have charges pending against you for driving while under the influence of alcohol or drugs or other non-misdemeanor traffic or driving related violations? ____yes ____no

Has your employment been terminated or have you been convicted of or do you have charges pending against you for theft, larceny, burglary, violent crimes against the person, trespassing, robbery, arson or criminal damage to property? ____ yes ____ no (Existence of a criminal record does not constitute an automatic bar from consideration, and your record will be considered only as applicable to the position for which you are applying.)

List date and circumstances for each conviction, pending charge or termination below:

2. OFFICE\BOOKKEEPING POSITIONS

Has your employment been terminated or have you been convicted of or do you have charges pending against you for forgery, embezzlement, larceny or financial transaction card crimes? ____ yes ____ no

List date and circumstances for each conviction, pending charge or termination below:

MILITARY	Did you serve in the U.S. Armed Forces? Y YES Y NO If yes, what branch?
	Describe any special training you received which might be relevant to the position for which you are applying. _____ _____

EMPLOYMENT
 Please give accurate and complete information. Start with your present or most recent employer.

1	Company Name	Telephone ()
	Address	Dates Employed From To
	Name of Supervisor	Pay Rate Start Last
	Job Title and Duties Performed	Reason for leaving

2	Company Name	Telephone ()
	Address	Dates Employed From To
	Name of Supervisor	Pay Rate Start Last
	Job Title and Duties Performed	Reason for leaving

3	Company Name	Telephone ()
	Address	Dates Employed From To
	Name of Supervisor	Pay Rate Start Last
	Job Title and Duties Performed	Reason for leaving

We may contact the employers listed above unless you indicate those you do not want us to contact	<i>DO NOT CONTACT</i>
	Name _____ Reason:

Personal References	Please list two personal references who are familiar with you, excluding family members or previous employers.	
	Name:	Address:
	Phone:	Nature of relationship:
	Name:	Address:
	Phone:	Nature of relationship:

Do you have the ability to perform all of the duties and meet the time and work requirements of this job?
Landscape, mowing and shop positions will require walking, bending, climbing, squatting, carrying, lifting and reaching.

PLEASE READ CAREFULLY BEFORE SIGNING

DRUG TESTING POLICY

I understand that Barnes, Inc. reserves the right to require me to submit to a drug or alcohol screening test prior to beginning employment and at any time after beginning employment and during employment, and may also require me to submit to work-related medical examinations during the course of my employment.

CERTIFICATION OF TRUTHFULNESS & REFERENCE CHECK AUTHORIZATION

I certify that the information I have provided in this application is true and correct to the best of my knowledge, and I understand that falsification of information, failure to complete, or unsatisfactory references are grounds for rejection of this application or, if hired, dismissal. I authorize Barnes, Inc. to contact and secure information about my educational background, work experience, credit rating, and to secure records of licensing, administrative, regulatory or other governmental agency, and to contact any other information source relevant to employability.* I hereby release Barnes, Inc., and its officers and agents from liability for seeking such information, and all other persons, schools, corporations, or organizations for furnishing such information.

HOW DID YOU HEAR ABOUT BARNES INC.?

- Billboard
- Friend
- Newspaper
- Now Hiring Sign
- Radio
- Website
- Other: _____

UNDERSTANDING OF EMPLOYER-AT-WILL

I understand that Barnes, Inc., is an Employer-At-Will, which means that if employed, my employment is for no definite period and that acceptance of an offer of employment does not constitute or create a contractual obligation upon Barnes, Inc. to continue to employ me in the future, and that my employment may be terminated at any time, with or without cause, by either party. No employee of Barnes, Inc. is authorized to offer me anything contrary to what is stated above, and I may not rely on any such representations.

I have read and understood the above paragraphs.

Signature

Date

*In processing this employment application, we may request that an investigative consumer report be prepared, which may include information as to your employment, finances, and general reputation. You have the right to request that we completely and accurately disclose to you the nature and scope of the investigation requested. Such a request must be made in writing to Barnes, Inc., within a reasonable time after you complete this application.

Applicant EEO/Affirmative Action Background Form

It is the policy of Barnes, Inc., to provide equal employment opportunity to all qualified applicants for employment without regard to personal characteristics, including race, color, religion, national origin, sex, sexual orientation, age, veteran status, or disability. Various agencies of the government require employers to invite applicants to identify themselves. That is the only goal of this part of your application.

Completing this section of the application is voluntary and in no way affects the decision regarding your application for employment. This form is confidential and we will maintain it separately from the rest of your application form.

First Name:		Middle Name:	
Last Name:			
Position applied for:			
Referred by:			
Race/Ethnic Origin:	White		
	Hispanic		
	American Indian/Alaskan Native		
	Black/African American		
	Asian		
	Native Hawaiian/Pacific Islander		
Sex:	Male		
	Female		

Are you a Vietnam Era Veteran?

You qualify if you are a person who served on active duty for a period of more than 180 days, any part of which occurred between 8/5/64 and 5/7/75, and was discharged or released therefrom with other than a dishonorable discharge or for a service connected with disability.

Yes		No	
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Are you a disabled veteran?

You qualify and are entitled to disability compensation under laws administered by the Department of Veterans Affairs for a disability rated at 30% or more, or are a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Yes		No	
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Do you have a mental or physical disability?

You qualify if you are a person who has a mental or physical impairment that substantially limits one or more major life activities, who has a record of such impairment, or who is regarded as having such an impairment.

Yes		No	
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