

SWI Glass & Metal
STANLEY WIESEN, INC.
Since 1959

APPLICATION FOR EMPLOYMENT

Instructions: Complete all necessary information. You may be asked to provide additional information on another form. This application will be kept on file. It is to your advantage to periodically check to keep it current and active. Be sure to sign and date the application. *Please Print.*

Name: _____

Social Security # _____ Drivers License # _____

Address: _____

City/State/Zip _____ Phone: () _____ - _____

Would you accept a full-time position? Yes No

Would you accept a part-time position? Yes No

Have you ever been employed with this company before? Yes No

If yes, give approximate dates of prior employment: ___/___/___ - ___/___/___

If you have a resume, attach it to the back of this application, check here () and go directly to "Additional information."

EDUCATIONAL BACKGROUND

Grammar School: 5 6 7 8 Vocational Training: _____

High School: 9 10 11 12 Graduate Degree: _____

College: 1 2 3 4 Training in what field: _____

Name of last school attended: _____

PERSONAL REFERENCES

(Other than family members or previous employers)

1) Name _____ Phone () _____ - _____
Address _____

2) Name _____ Phone () _____ - _____
Address _____

3) Name _____ Phone () _____ - _____
Address _____

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PREVIOUS EMPLOYERS

(Please note if you do not want us to contact any former or present employer.)

1. Company Name: _____ Phone: () _____
Address _____
Employed from _____ Until _____
Immediate Supervisor Name: _____
Position _____ Reason for leaving _____ Last Wage _____
Description of responsibilities _____

2. Company Name: _____ Phone: () _____
Address _____
Employed from _____ Until _____
Immediate Supervisor Name: _____
Position _____ Reason for leaving _____ Last Wage _____
Description of responsibilities _____

3. Company Name: _____ Phone: () _____
Address _____
Employed from _____ Until _____
Immediate Supervisor Name: _____
Position _____ Reason for leaving _____ Last Wage _____
Description of responsibilities _____

I understand that the Immigration Reform and Control Act of November 6, 1986 requires me to prove the legality of my residency and citizenship. I am also aware that the failure to provide such proof at the time of request may legally force my termination. To the best of my knowledge the information contained on this application is true. I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between me and this company for either employment or the provisions of benefits; and further understand that an employment relationship subsequently is established, I will have the right to terminate my employment at any time and the company has a similar right. In addition, I understand that no promise, representation or agreement contrary to the foregoing is binding on the company unless made in writing and signed by me or/and an authorized representative of the company.

Signature of Applicant: _____ Date: _____

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AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYMENT
POLICY STATEMENT

It is the policy and practice of Stanley Wiesen, Inc. Company to assure that no person will be discriminated against, or be denied the benefit of any activity, program or employment process, in areas including but not limited to recruiting, advertising, hiring, upgrading, promotion, transfer, demotion, lay off, termination, rehiring, employment, rates of pay and/or other compensation.

Stanley Wiesen, Inc. Company is an Affirmative Action/ Equal Opportunity Employer and is strongly committed to all policies which will afford equal opportunity employment to all qualified persons without regard to age, ancestry, color, marital status (including civil union status), national origin, race, religious creed, sex, sexual orientation, mental retardation, learning disability, present or past history of mental disorder, mental disability or physical disability including, but not limited to, blindness, unless it is shown that such disability prevents performance of the work involved.

This policy and practice applies to all persons, particularly those who are members of the protected classes identified as being Black, Hispanic and others such as Asian, Native America, etc. and Women and Persons with Disabilities. Stanley Wiesen, Inc. Company will implement, monitor and enforce this Affirmative Action/Equal Opportunity Employment Policy Statement and project in conjunction with all applicable Federal and State laws, regulations and executive orders.

In order to implement our Affirmative Action/Equal Opportunity Employment Program, Stanley Wiesen, Inc. Company will develop written strategies and plans designated to correct any deficiencies identified. Furthermore, this policy statement, as well as the Labor Antidiscrimination Poster, shall be posted and otherwise made known to all workers in the company's home office, each satellite office, and at each jobsite. Managers and supervisory staff will be advised of their responsibilities to ensure the success of this program.

Ultimate responsibility for this Affirmative Action/Equal Opportunity Employment Program will be with (Insert Head of Company's Official). The day-to-day duties of the plan will be coordinated by (Insert the name of the company's Affirmative Action/Equal Title Opportunity Employment Officer), who is hereby designated the Affirmative Action/ Equal Opportunity Employment Officer for Stanley Wiesen, Inc. Company.

I have expressly advised (Insert the name of the company's Affirmative Action/Equal Opportunity Employment Officer) of his/her legal responsibilities as Stanley Wiesen, Inc. Company's Affirmative Action/Equal Opportunity Employment Officer pursuant to the Contract Compliance Regulations Section 46a-68j-27(4).

This Affirmative Action Plan has my total support and Stanley Wiesen, Inc. Company pledges its best good faith efforts to achieve the objectives of this Affirmative Action Plan. I expect each manager, supervisor and employee of this Company to aid in the implementation of this program and be accountable for complying with the objectives of this Affirmative Action Plan.