



OMG, Inc.  
153 Bowles Road  
Agawam, MA 01001  
Fax: 413-789-0420

# Application for Employment

Please Print

Handy & Harman Ltd. (H&H Ltd.) is an Equal Opportunity Employer and abides by all applicable local, State and Federal laws prohibiting discrimination on the basis of any protected status. Any applicant who requires a reasonable accommodation with regard to the application and/or interview process should notify a representative of the Human Resources Department.

If you are applying for work at a H&H Ltd. facility in Rhode Island, please be advised that this employer is subject to the provisions of Title 28, Chapters 29-38 of the Rhode Island General Laws concerning workers' compensation.

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Telephone # ( ) \_\_\_\_\_ Mobile/Beeper/Other Phone# ( ) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Position(s) applied for \_\_\_\_\_ Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_

In order to permit a check of your work and education records, are there any other names that you have previously used?  Yes  No  
If yes, identify names and relevant dates: \_\_\_\_\_

Please list all previous places of residence (if different than current residence) for the past three years (use separate sheet if necessary):

1. \_\_\_\_\_ How long? \_\_\_\_\_
2. \_\_\_\_\_ How long? \_\_\_\_\_
3. \_\_\_\_\_ How long? \_\_\_\_\_

### Referral Source (Please check the appropriate category and name the source.)

- |   |   |
|---|---|
| <input type="checkbox"/> Walk-in _____            | <input type="checkbox"/> School _____                       |
| <input type="checkbox"/> Employee _____           | <input type="checkbox"/> Job Fair _____                     |
| <input type="checkbox"/> Advertisement _____      | <input type="checkbox"/> Staffing Agency _____              |
| <input type="checkbox"/> H&H Ltd.'s website _____ | <input type="checkbox"/> Government Employment Agency _____ |
| <input type="checkbox"/> Other Internet _____     | <input type="checkbox"/> Other _____                        |

If necessary, best time to call you at home is \_\_\_\_\_ : \_\_\_\_\_ AM  
\_\_\_\_\_ PM

May we contact you at work? .....  Yes  No  
If yes, work number and best time to call:

( ) \_\_\_\_\_ : \_\_\_\_\_ AM  
\_\_\_\_\_ PM

If you are under 18 and it is required, can you furnish a work permit? .....  Yes  No

If no, please explain \_\_\_\_\_

Have you ever submitted an application here before? .....  Yes  No

If yes, give date(s) and position(s) \_\_\_\_\_

Have you ever before been employed by or applied with H&H Ltd. or any affiliated entity? .....  Yes  No

If yes, give dates From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Will you travel if job requires it? .....  Yes  No

If they have been explained to you, are you able to meet the attendance requirements of the position? .....  N/A  Yes  No

Will you work overtime if required? .....  Yes  No

If no, please explain \_\_\_\_\_

AN EQUAL OPPORTUNITY EMPLOYER

Are you legally eligible for employment in this country?..... Yes  No

Date available for work..... / /

What is your desired salary range or hourly rate of pay?  
\$ \_\_\_\_\_ Per \_\_\_\_\_

Type of employment desired:  Full-Time  Part-Time  Temporary

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Employment History

Please give an accurate, complete full-time and part-time employment record. Include all job-related military service assignments. You may include in your employment history any verified work performed on a volunteer basis. Start with your current employer (or most recent employer if not employed) and account for all periods of unemployment. Use a separate sheet if necessary.

<b>EMPLOYER</b>	Telephone # ( )	Month / Year to Month / Year
Street Address	City	State
Starting job title/final job title		Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per Commission/Bonus/Other Compensation \$ _____
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per Commission/Bonus/Other Compensation \$ _____
Why did you leave?		
Summarize the type of work performed and job responsibilities.		
What did you like most about your position?		
What were things you liked least about the position?		

<b>EMPLOYER</b>	Telephone # ( )	Month / Year to Month / Year
Street Address	City	State
Starting job title/final job title		Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per Commission/Bonus/Other Compensation \$ _____
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per Commission/Bonus/Other Compensation \$ _____
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Street Address	City	State
Starting job title/final job title		Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per Commission/Bonus/Other Compensation \$ _____
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per Commission/Bonus/Other Compensation \$ _____
Why did you leave?		
Summarize the type of work performed and job responsibilities.		
What did you like most about your position?		
What were things you liked least about the position?		

<b>EMPLOYER</b>	Telephone # (    )	Month    Year    Month    Year
Street Address	City	State
Starting job title/final job title		<b>Dates Employed:</b> /    to    /    /    / <b>Compensation (Starting)</b> <input type="checkbox"/> Hourly <input type="checkbox"/> Salary    \$    per Commission/Bonus/Other Compensation \$
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	<b>Compensation (Final)</b> <input type="checkbox"/> Hourly <input type="checkbox"/> Salary    \$    per Commission/Bonus/Other Compensation \$
Why did you leave?		
Summarize the type of work performed and job responsibilities.		
What did you like most about your position?		
What were things you liked least about the position?		

**Employment History: Additional Questions**

Explain any gaps in your employment other than those due to personal illness, injury or disability. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If not addressed on previous page, have you ever left involuntarily, been fired or asked to resign from a job?..... Yes  No  
If yes, please provide date(s) and details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been accused of negligence, misconduct, harassment, theft, or any act of dishonesty in any prior employment ..... Yes  No  
If yes, please provide date(s) and details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Skills and Qualifications**

Please use the space below for any additional information necessary to describe your full qualifications (*i.e.*, specialty areas such as special equipment, computer software programs, additional foreign languages known, etc.).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Education and Training** (Include high school, college, graduate/professional, and trade or business schools. Use a separate sheet if necessary.)

Name of School and Address	No. of Years	Course/Major	Diploma/Degree	Year

**References**

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to You	Telephone	Number of Years Known
			( )	
			( )	
			( )	

**Related Information**

To what job-related organizations (professional, trade, etc.) do you belong? (Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disability, veteran/reserve national guard, gender identity or expression, sexual orientation, marital status, or any other similarly protected status.)

Organization	Offices Held

List special accomplishments, publications, awards, etc. (Exclude information that would reveal race, religion, sex, national origin, citizenship, age, mental or physical disability, veteran/reserve national guard, gender identity or expression, sexual orientation, marital status, or any other similarly protected status.)

\_\_\_\_\_

\_\_\_\_\_

Except for vacations and holidays, how many work days were you absent during the past calendar year?  
 0-5 days     6-10 days     11-15 days     16-20 days     21+days

H&H Ltd. has a policy and practice of assuring that the work environment is free from harassment and discrimination. Have you ever been accused of sexual or other harassment or employment discrimination?..... Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

In case of emergency, notify: \_\_\_\_\_

Name

Address

Phone

Is there any other job-related information you want us to know about you? \_\_\_\_\_

\_\_\_\_\_

**NOTICE TO APPLICANTS: UNDER SOME STATE LAWS AND FEDERAL LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THESE LAWS IS GUILTY OF A CRIMINAL OFFENSE AND IS SUBJECT TO FINES AND OTHER PENALTIES. H&H LTD. DOES NOT REQUIRE OR REQUEST SUCH TESTING.**

## **Applicant Certification**

I certify that all information I have provided in order to apply for and secure work with H&H Ltd. or one of its subsidiaries or affiliates is true, complete and correct. I understand that any offer of employment I receive will be contingent on satisfactory completion of a background check and review of my references.

I expressly authorize, without reservation, H&H Ltd., its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I have against H&H Ltd., its subsidiaries or affiliates, its agents, employees or representatives, for seeking, gathering and using information, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that employment with H&H Ltd. may be contingent upon the satisfactory completion of a physical examination after an offer of employment is made to me. I consent to a post-offer physical examination, which will include a drug profile, and such future examinations as may be required.

I understand that this application remains current for only 30 days. At the conclusion of that time, I understand that if I have not heard from H&H Ltd. and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I shall be an at-will employee and I am free to resign at any time, with or without cause and with or without prior notice. I further understand that H&H Ltd. has the same right to terminate my employment at any time, with or without cause and with or without notice, except as otherwise required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I also understand that this application is not an offer, statement, or confirmation of or for continued employment. I also understand that any employee handbook or manual does not represent an employment contract if I am hired, nor shall I consider it to be an offer, statement, or confirmation of any guaranteed terms or conditions of employment. I understand that no supervisor or representative of H&H Ltd. is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by H&H Ltd.'s President.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I also understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will result in: (i) my elimination from further consideration for employment; and/or (ii) if hired, the immediate termination of my employment, regardless of the date of discovery.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT CERTIFICATION.**

**I certify that I have read, fully understand and accept and agree to all terms of the foregoing Applicant Certification.**

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### **DO NOT WRITE BELOW THIS LINE**

Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Hire: Yes \_\_\_\_\_ No \_\_\_\_\_ Position: \_\_\_\_\_

Department: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_

Date Reporting to Work: \_\_\_\_\_

Approved: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_