

## Employment Application

Please complete the 3 steps.

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1 Fill out this application

2 Include resume

3 Please send to:

Wiltec Technologies

Attn: Human Resources

4201 Varsity Drive

Ann Arbor, MI 48108

or e-mail to [careers@wiltecinc.com](mailto:careers@wiltecinc.com)



**WILTEC TECHNOLOGIES®**

INFRASTRUCTURE & COMMUNICATION SOLUTIONS

# Application for Employment

## An Equal Opportunity Employer

**We do not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, disability, marital status, height, weight, or veteran status. All qualified applicants are provided equal employment opportunity.**

**This application was designed to comply with the Federal Civil Rights Act, Title VII, the Age Discrimination Act of 1967, the Americans with Disabilities Act, the Civil Rights Act of 1991 and Michigan Fair Employment Laws. WILTEC TECHNOLOGIES, INC., therefore, gives assurance that no question answered is, or will be used to, unlawfully discriminate on the basis of race, color, gender, sexual orientation, religious creed, national origin, marital status, age, disability, Vietnam Veteran's status, height, weight, or any other protected basis.**

Name \_\_\_\_\_ Date \_\_\_\_\_  
Position Applied For \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ Alternate Phone (\_\_\_\_) \_\_\_\_\_

**Applicants are not required to give any information prohibited by law. In order to be considered for employment, all portions of this Application must be completed.**

## Personal

Name \_\_\_\_\_ S.S.# \_\_\_\_\_  
(Last) (First) (Middle)

Have you ever worked for WILTEC TECHNOLOGIES, INC. under a different name?

If yes, please give names: \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Are you at least 18 years old? \_\_\_\_ Yes \_\_\_\_ No

Are you legally eligible for employment in the U.S.? \_\_\_\_ Yes \_\_\_\_ No  
(Authorization for Employment and Proof of Identity required upon employment)

Only for positions requiring the operation of a motor vehicle:

Do you possess a valid driver's license? \_\_\_\_ Yes \_\_\_\_ No

My driver's license number is \_\_\_\_\_

Have you ever had your driver's license suspended or revoked? \_\_\_\_ Yes \_\_\_\_ No  
If yes, give details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What prompted you to apply for work here?

\_\_\_\_ Agency \_\_\_\_ Friend \_\_\_\_ Relative \_\_\_\_ Newspaper \_\_\_\_ Other  
\_\_\_\_ Employee Referral/Name \_\_\_\_\_

Are you able to perform the essential duties of the job for which you are applying, with or without accommodation? \_\_\_\_ Yes \_\_\_\_ No Please provide details of any requested accommodation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, address and phone number of persons to be notified in case of emergency:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you been convicted of or pled guilty to a felony within the last five (5) years? \_\_\_\_ Yes \_\_\_\_ No  
If yes, give pertinent details including when, where and the nature of the offense:  
\_\_\_\_\_  
\_\_\_\_\_

(Conviction will not necessarily disqualify an applicant from employment)

### Education

Name and Location of School	Dates Attended From / To	Circle Highest Year Completed	Major/Minor Study Fields	Degree/Diploma
High School: _____	(not applicable)	9 10 11 12	(not applicable)	

Technical/Vocational

\_\_\_\_\_ 1 2 3 4

College/University:

\_\_\_\_\_ 1 2 3 4 \_\_\_\_\_

Graduate School:

\_\_\_\_\_ 1 2 3 4

Other:

\_\_\_\_\_ 1 2 3 4 \_\_\_\_\_

Honors/Awards Received:

\_\_\_\_\_

### Availability for Work

Type of Work: \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_

Will you work overtime if requested to do so? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will you work extra days in the week if necessary? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you plan to work elsewhere or attend school while working here? \_\_\_\_\_ Yes \_\_\_\_\_ No

How soon after accepting an offer of employment are you able to start working?

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

### Work History

Are you currently employed?: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, may we contact your present employer?: \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been terminated from employment? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes

how many times? \_\_\_\_\_

when? \_\_\_\_\_

what was basis for each termination? (eg. employer requested resignation, poor job performance, layoff, reduction in force, misconduct): \_\_\_\_\_

\_\_\_\_\_

## Work Experience

Start with present or most recent employer. Account for **all** periods of time including military service and any periods of unemployment.

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**Employer** \_\_\_\_\_ **Phone** \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
month / year month / year

Address: \_\_\_\_\_  
City State Zip

Position: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Starting Salary/Wages: \_\_\_\_\_ Final Salary/Wages: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Address: \_\_\_\_\_  
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**Phone**

From: \_\_\_\_\_ To: \_\_\_\_\_  
month / year month / year

Address: \_\_\_\_\_  
City State Zip

Position: \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Starting Salary/Wages: \_\_\_\_\_ Final Salary/Wages: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Address: \_\_\_\_\_  
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Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

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From: \_\_\_\_\_ To: \_\_\_\_\_  
month / year month / yearAddress: \_\_\_\_\_  
City State Zip

Position: \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Starting Salary/Wages: \_\_\_\_\_ Final Salary/Wages: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**SKILLS**

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**References**

List three (3) references who are not related to you and are not previous employers.

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Name	Address	Occupation	Phone
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Name	Address	Occupation	Phone
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Name	Address	Occupation	Phone
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## **Applicant's Statement**

**Accuracy of Statements.** I represent that the information in this employment application is true and complete. I understand that any falsification, misstatement or omission of information may be grounds for either the rejection of my application or my dismissal from subsequent employment.

**Authorization to Verify Information; Consent to Criminal Investigation; Release of Liability.** I authorize the references and prior employers listed in my application to provide you any and all information they may have, including, but not limited to, copies of all personal files. I release all parties, including the listed references and prior employers from all liability for any statements or information they may provide. Specifically, I authorize WILTEC TECHNOLOGIES, INC. to contact any and all of my former employers, or any or all of the references I have identified, for the purpose of verifying any of the information I have provided to WILTEC TECHNOLOGIES, INC. and/or for the purpose of obtaining any information whatever, whether favorable or unfavorable, about me or my employment with any former employer. I further understand and authorize WILTEC TECHNOLOGIES, INC. to conduct a background check incidental to the verification of any information provided by me in this application. Such authorization specifically includes my provision of consent for the Corporation to conduct a criminal investigation. I expressly release the Company from any and all liability arising from the information requested or received to the extent permitted by law.

**Disability Accommodation.** I understand that if I have a disability or handicap requiring accommodation for completing the application process, I must notify the Company as soon as possible. I understand that WILTEC TECHNOLOGIES, INC. is an Equal Opportunity Employer. I further understand that it is WILTEC TECHNOLOGIES, INC.'s policy to afford equal employment opportunity regardless of a person's race, religion, color, national origin, sex, age, marital status, height, weight, disability or handicap. I understand that Michigan law requires that a person with a disability or handicap requiring accommodation for employment notify the employer in writing within 182 days after the need is known.

**Third Party Investigations.** In consideration of my employment, and pursuant to the requirements under the Fair Credit Reporting Act, I understand and consent to WILTEC TECHNOLOGIES, INC.'s hiring of a third party investigator to investigate any and all allegations of sexual harassment or other workplace misconduct in which I am a party or witness during the course of my employment. I also promise to cooperate in any and all workplace investigations.

**Notice of Applicant Drug Testing.** Depending upon the requirements of the position for which I am applying, I understand that if an offer of employment is extended to me, I may be required to submit to a drug test. Employment may be contingent upon satisfactorily passing such drug test.

**Employment At Will Status.** In consideration of my employment, I agree to abide by all Corporate policies and rules. I understand that these rules and policies, as well as any and all programs, procedures and/or benefits, may change from time to time at the sole election of the corporation. I understand that, if hired, I may, in the sole discretion of the Company, be required to sign a non-compete and confidentiality agreement. I understand that nothing in this application is intended to imply or create an employment relationship or contract for employment. I further understand that, if hired, my employment is "at-will", and can be terminated at any time, with or without cause and with or without the provision of advance notice. I also understand that no manager, supervisor or any

other representative of WILTEC TECHNOLOGIES, INC., other than Jack Wilson, has the authority to enter into any contract for employment. I understand and specifically acknowledge that any agreement for employment other than "at-will" must be in writing and signed by Jack Wilson.

**Arbitration Agreement**. In consideration of my employment, I agree that any legal or equitable claims or disputes arising out of or in connection with any terms and conditions of employment or the termination from employment shall be settled by binding arbitration within one (1) year of the date when the claim or dispute arose. I understand that this agreement applies to the following allegations, disputes, and claims for relief, but is not limited to: wrongful discharge under statutory and common law; employment discrimination based on federal, state or local statute, ordinance, or governmental regulations; retaliatory discharge or other action; compensation disputes; tortious conduct; contractual violations (although no contractual relationship, other than an at-will employment and this agreement to arbitrate, is created); ERISA violations; and other statutory and common law claims and disputes, regardless of whether the statute was enacted or whether the common law doctrine was recognized at the time this Agreement was signed.

I agree that the arbitration proceedings shall be conducted at a mutually convenient location in accordance with the National Rules for the Resolution of Employment Disputes (National Rules) of the American Arbitration Association (AAA) in effect at the time a demand for arbitration is made. I understand and acknowledge that I am entitled to representation by an attorney throughout the proceedings at my own expense.

I understand that this agreement to arbitrate does not add to, create, or imply any contractual or other right of employment, that my employment is at-will, and that no other inference is to be drawn from this Agreement.

This application was designed to comply with the Federal Civil Rights Act, Title VII, the Age Discrimination Act of 1967, the Americans with Disabilities Act, the Civil Rights Act of 1991 and Michigan Fair Employment Laws. WILTEC TECHNOLOGIES, INC., therefore, gives assurance that no question answered is, or will be used to, unlawfully discriminate in matters of race, color, gender, religious creed, national origin, marital status, age, disability, veteran's status, or on the basis of height or weight.

I have read, understand, and, by my signature, consent to these statements. I affirm that the information provided on this application (and accompanying resume and notes, if any) is true and complete.

Signature

Date

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