



**REMY BATTERY CO., INC APPLICATION FOR EMPLOYMENT INSTRUCTIONS**

**Application form must be fully completed or application will be invalidated.**

**PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THE APPLICATION FOR EMPLOYMENT.** If you need assistance in completing the application, please ask the receptionist/official.

- A.** Applications are only accepted for positions posted. **APPLICANTS MUST SUBMIT A SEPERATE APPLICATION FOR EACH POSITION. COPIES OF APPLICATIONS WITH AN ORGINAL SIGNATURE WILL BE ACCEPTED.** Indicate the exact position title you are applying for on your application.
- B.** Applicants must submit a Remy Battery application. Resumes are to support an application only and will not be processed without a completed Remy Battery application.
- C.** Applications **must** be typed or written in **black or blue ink**. Be as accurate and legible as possible.
- D.** Applicants **must** provide all relevant information regarding education and work experience, places and dates of employment (month/year), position(s) held, duties and responsibilities, training or academic study and credit hours. Credit for volunteer work will be given if included as part of the employment history section of application.
- E.** Copies of transcripts, licenses, and certificates must be submitted with the application when designated as minimum qualification.

**WE DO NOT MAKE COPIES OR SUPPLY COPIES OF JOB POSTINGS.**

PLEASE COMPLETE THE RELEASE OF INFORMATION FORM ENCLOSED IN PACKET

**VOLUNTARY INFORMATION SURVEY**

Date: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

**How did you learn about this position?**

Internet

Newspaper

Job Hotline

Other \_\_\_\_\_

Outside Organization

**EMPLOYMENT  
APPLICATION**



**Remy Battery Co., Inc**  
4301 West Lincoln Avenue  
Milwaukee, WI 53219  
Telephone: (414) 384-0340  
Fax: (414) 384-0344

**PERSONAL INFORMATION**

APPLICANT

NAME: \_\_\_\_\_  
FIRST MI LAST

SOCIAL SECURITY NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET APT# CITY STATE ZIP CODE

TELEPHONE HOME \_\_\_\_\_ MOBILE \_\_\_\_\_ EMAIL \_\_\_\_\_

**EMPLOYMENT INFORMATION**

**POSITION FOR WHICH YOU ARE APPLYING:**

\_\_\_\_\_ Date Available for Work \_\_\_\_\_

Minimum Salary Required (Hourly) \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Temporary

Have you ever been employed by Remy Battery?  Yes  No

(Please indicate if under a different name). \_\_\_\_\_

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

Dates of Employment: \_\_\_\_\_

Do you have relatives employed by Remy Battery?  Yes  No

If yes, give name and relationship \_\_\_\_\_

Are you **under** 18 years of age?  Yes  No

Are you a U.S. Citizen or permanent resident?  Yes  No

If you are not a U.S. Citizen or permanent resident, do you have the legal right to work in the United States.  Yes  No

Alien Registration Number \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No (Conviction will **not** disqualify an applicant from consideration for employment.)

Have you ever had your Driver's License revoked or suspended?  Yes  No

Criminally or Administratively? \_\_\_\_\_

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER:** It is our policy to abide by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age, gender, marital status, disability, or handicapped, or any other unlawful criteria, except where a reasonable Bona Fide Occupational Qualification exists.

Please complete this application in full. A resume may be attached to supplement, but NOT in lieu of requested information

## EDUCATION AND TRAINING

GRADUATE HIGH SCHOOL? <input type="radio"/> YES <input type="radio"/> NO		High School	Highest Grade Completed		
OR A G.E.D. CERTIFICATE? <input type="radio"/> YES <input type="radio"/> NO		Name/Location			
COLLEGE, UNIVERSITY or GRADUATE SCHOOL and LOCATION	CREDIT HOURS		Type of Degree Received	Date Degree Conferred	
	Semester	Quarter			
PRIMARY UNDER GRADUATE COLLEGE SUBJECTS	CREDIT HOURS		PRIMARY GRADUATE COLLEGE SUBJECTS	CREDIT HOURS	
	Semester	Quarter		Semester	Quarter
BUSINESS or TECHNICAL SCHOOL and LOCATION	Classroom Hours	COURSE WORK EMPHASIS	Date Degree Conferred		

Copies of transcripts, licenses or certificates are required when degrees, licenses or certifications are identified as requirements in the vacant positioning applying for.

## SPECIAL SKILLS

### DRIVER'S LICENSE

If the position for which you are applying requires a valid driver's license, please answer the following questions.  
(If the position does not require a valid driver's license you need not answer questions in this section.)

Do you have a valid driver's license?  Yes  No      If yes, what class(es)? \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Check the type of vehicles you are licensed to operate:

Passenger Car       Commercial Motor Vehicle       CDL Class

List any heavy road equipment or other road construction that you are licensed to operate.

## U.S. MILITARY SERVICE

Have you ever served in the U.S. Military?  Yes  No

Past Service: From \_\_\_\_\_ To \_\_\_\_\_ Branch \_\_\_\_\_

Rank at Discharge or Separation \_\_\_\_\_ Type of Discharge \_\_\_\_\_

Are you now an active member of the U.S. Reserve or National Guard?  Yes  No

# EMPLOYMENT HISTORY

For any unemployed or self-employed periods, show dates and location and insert Supplemental Sheet(s), if necessary.  
(Begin with current or most recent position.)

Position Held \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Name of Employer \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Hours/Week \_\_\_\_\_ Wage: Start \_\_\_\_\_ End \_\_\_\_\_ Number of employees you supervised \_\_\_\_\_ (If applicable)

Name of Supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe duties and supervisory experience \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Position Held \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Name of Employer \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Hours/Week \_\_\_\_\_ Wage: Start \_\_\_\_\_ End \_\_\_\_\_ Number of employees you supervised \_\_\_\_\_ (If applicable)

Name of Supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe duties and supervisory experience \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Position Held \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Name of Employer \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Hours/Week \_\_\_\_\_ Wage: Start \_\_\_\_\_ End \_\_\_\_\_ Number of employees you supervised \_\_\_\_\_ (If applicable)

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\_\_\_\_\_

\_\_\_\_\_

Position Held \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Name of Employer \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Hours/Week \_\_\_\_\_ Wage: Start \_\_\_\_\_ End \_\_\_\_\_ Number of employees you supervised \_\_\_\_\_ (If applicable)

Name of Supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe duties and supervisory experience \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TO LIST ADDITIONAL EMPLOYMENT HISTORY, PLEASE REQUEST A SUPPLEMENTAL SHEET**

## PERSONAL REFERENCES

Please complete the below section. Do Not Use Relatives.

NAME	YEARS KNOWN	TELEPHONE	ADDRESS

Permission is granted to contact current employer.  Yes  No

## APPLICANT'S CERTIFICATION

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE YOU SIGN & RETURN THIS APPLICATION**

I understand that any final hiring decision is contingent upon satisfactory checks of references .

If I am employed by Remy Battery, I agree to comply with all rules, regulations, policies and procedures now in existence or later adopted pertaining to its employees. I understand these rules, regulations, policies and procedures may be changed by Remy Battery at any time, with or without notice, and with or without negotiation.

I agree that if I am hired by Remy Battery that I will not divulge to any person or organization any confidential or proprietary information which I may obtain in the course of my employment, unless in advance and in writing to do so by Remy Battery.

### CONDITIONS OF EMPLOYMENT

I understand that if I am employed, any misrepresentation or omission of any material fact on this application is sufficient cause for dismissal. Furthermore, any misrepresentation or omission of any material fact on this application may result in no offer of employment being made, or withdrawal of any offer of employment prior to my beginning work. I agree to conform to the rules and regulations of Remy Battery and understand that if hired, I will be a "terminable-at-will" status employee, and that my employment and compensation can be terminated with or without cause and with or without notice, at anytime, at the option of either Remy Battery or myself.

I further understand that my "at-will" relationship with Remy Battery cannot be modified or changed during my employment except as provided for in the Remy Battery Employee Handbook between me and Remy Battery.

\_\_\_\_\_  
**Date of Application**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Full Name (Print)**