



Swank Associated Companies, Inc.
200 Hunt Valley Road, New Kensington, PA 15068

EMPLOYMENT APPLICATION

We are an Equal Opportunity Employer. We comply with all applicable Federal, State, and local laws concerning discrimination in employment. No question in this application is intended to elicit information in violation of any such law nor will any information obtained in response to any question be used in violation of any such law.

DATE ____ / ____ / ____

LAST NAME		FIRST NAME & MIDDLE INITIAL	
ADDRESS		SOCIAL SECURITY NUMBER	
CITY, STATE, ZIP		DRIVERS LICENSE NO.	STATE OF ISSUE
PHONE NUMBER		DATE AVAILABLE FOR WORK	FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/>
WERE YOU PREVIOUSLY EMPLOYED BY US? YES <input type="checkbox"/> NO <input type="checkbox"/>		POSITION APPLIED FOR	

List any relatives or friends working for this organization:	NAME	RELATIONSHIP

WORK EXPERIENCE - LIST PRESENT AND FORMER EMPLOYERS BEGINNING WITH MOST RECENT

FROM ____/____/____ TO ____/____/____	MAY WE CONTACT? YES <input type="checkbox"/> NO <input type="checkbox"/>	COMPANY NAME & ADDRESS	TELEPHONE
POSITION HELD		DESCRIBE YOUR DUTIES	
SUPERVISOR NAME		LAST WAGES _____ PER _____	REASON FOR LEAVING
FROM ____/____/____ TO ____/____/____	MAY WE CONTACT? YES <input type="checkbox"/> NO <input type="checkbox"/>	COMPANY NAME & ADDRESS	TELEPHONE
POSITION HELD		DESCRIBE YOUR DUTIES	
SUPERVISOR NAME		LAST WAGES _____ PER _____	REASON FOR LEAVING
FROM ____/____/____ TO ____/____/____	MAY WE CONTACT? YES <input type="checkbox"/> NO <input type="checkbox"/>	COMPANY NAME & ADDRESS	TELEPHONE
POSITION HELD		DESCRIBE YOUR DUTIES	
SUPERVISOR NAME		LAST WAGES _____ PER _____	REASON FOR LEAVING
FROM ____/____/____ TO ____/____/____	MAY WE CONTACT? YES <input type="checkbox"/> NO <input type="checkbox"/>	COMPANY NAME & ADDRESS	TELEPHONE
POSITION HELD		DESCRIBE YOUR DUTIES	
SUPERVISOR NAME		LAST WAGES _____ PER _____	REASON FOR LEAVING
HAVE YOU SERVED AS AN APPRENTICE? YES <input type="checkbox"/> NO <input type="checkbox"/>		DESCRIBE	
TRADE		DATES	

CONTINUED ON OTHER SIDE

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Revised 6-22-05

SPECIAL SKILLS AND QUALIFICATIONS-MECHANICAL AND/OR TECHNICAL EXPERIENCE AND ABILITIES RELEVANT TO THE POSITION FOR WHICH YOU HAVE APPLIED

EDUCATION

HIGH SCHOOL	ADDRESS	YEARS COMPLETED	DID YOU GRADUATE	COURSE OF STUDY
COLLEGE	ADDRESS	YEARS COMPLETED	DID YOU GRADUATE	COURSE OF STUDY
OTHER	ADDRESS	YEARS COMPLETED	DID YOU GRADUATE	COURSE OF STUDY

REFERENCES - do not list friends or relatives

NAME & ADDRESS	YEARS KNOWN	TELEPHONE #

MISCELLANEOUS INFORMATION

Have you been convicted of a crime in the past 7 years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court? (A conviction record will not necessarily be a bar to employment.) Yes No

If "Yes" please explain and describe in full detail: _____

Can you verify your legal rights to work in the U.S. by providing a birth certificate or proof of U.S. Citizenship?

Yes No

If you are under 18, are you able to furnish a work permit? Yes No

Are you able to perform the job(s) for which you are applying? Yes No

Are you willing to travel? Yes No

APPLICANT'S CERTIFICATION - Please read carefully before signing

I certify that the answers given by me to the foregoing questions and the statements made by me in this application are correct and complete. I understand that, if I become employed, a misrepresentation or omission of fact in this application may result in my discharge from employment. I authorize the Company, as part of its evaluation of my suitability for employment, to contact all school officials, references and my previous supervisors to secure information concerning my skills, character and ability. I further acknowledge and agree that no manager or representative of the Company has any authority to enter into any employment agreement. I understand and agree that, if I am employed, I will be an at-will employee and the Company may terminate my employment at any time and for any or no reason without prior notice.

NOTICE TO ALL APPLICANTS: Swank Associated Companies, Inc. is a DRUG FREE COMPANY. Pre-Employment Drug and Alcohol Testing **WILL** be required as a Condition of Employment. Reasonable cause **WILL** mandate a drug and alcohol test. Post accident drug and alcohol testing **WILL** occur immediately following a reportable accident. A positive test **WILL** result in TERMINATION as per Swank Associated Companies, Inc. Drug Policy Dated February, 2001. If drug and/or alcohol use is found to be a factor in an accident, the Company reserves the right to prosecute to the fullest extent of the law.

FAIR CREDIT REPORTING ACT DISCLOSURE STATEMENT: In accordance with the provisions of Section 604(b)(2)(A) of the Fair Credit Reporting Act, Public Law 91-508, as amended by the Consumer Credit Reporting Act of 1996 (Title II, Subtitle D, Chapter I, of Public Law 104-208), you are informed that reports verifying your previous employment, previous drug and alcohol test results, and your driving record may be obtained for employment purposes. These reports are required by Sections 382.413, and 391.25 of the Federal Motor Carrier Safety Regulations.

APPLICANT'S SIGNATURE

DATE