



**Personal Information**

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

Name: \_\_\_\_\_  
 Last First Middle SSN: \_\_\_\_\_

Present Address: \_\_\_\_\_  
 Street City State Zip

Permanent Address: \_\_\_\_\_  
 Street City State Zip

Phone No: \_\_\_\_\_ Are you 18 years of age or older? Yes No

Are you authorized to work in the United States? Yes No

If yes, is your right to work based solely on your possession of a student visa or a visa sponsored by a third party employer (a company other than Friendship Industries)? Yes No

**Employment Desired**

*If you indicate an interest in more than one position, you will be considered for the first position listed. If you want to apply for more than one position, you must complete an application for each position.*

Position for which you are applying: \_\_\_\_\_

I am interested in (circle one): Full-time Part-time Shift I am available to work (circle one): 1<sup>st</sup> shift 2<sup>nd</sup> shift

Date you can start: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Are you employed now? Are you on layoff now? If yes, are you subject to recall?

Have you ever worked for Friendship Industries? Yes No

How did you hear about our company? Agency Newspaper Relative/Friend Other  
 Who? \_\_\_\_\_

Education	Name and Location of School	No of Years Attended	Did you Graduate?	Subjects Studied
Grammar School				
High School				
College				
Trade, Business, or Correspondence School				

U.S Military or Naval Service: \_\_\_\_\_ Rank: \_\_\_\_\_ Still Active? \_\_\_\_\_

Present Membership in National Guard or Reserves: \_\_\_\_\_

Other Training/Experience/Certifications: \_\_\_\_\_

**Employment History** (list below your last three employers, starting with the most current first)

Date	Name and Address	Salary	Position	Reason for
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Month and Year	of Employer			Leaving
From				
To				
From				
To				
From				
To				
From				
To				

**References** (Give the names of three persons not related to you, whom you have known at least one year)

Name	Phone Number	Business	Years Known

**Record of Conviction**

Have you ever been convicted of or pled guilty to a misdemeanor or felony crime that has not been expunged or otherwise removed from your record? Unless applying for a position as a truck driver, you do not need to disclose misdemeanor traffic offenses.

**(A criminal conviction does not necessarily disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.)**

(Please circle one)      **Yes**                      **No**

If you answered "Yes" to the previous question, please describe the circumstances of your conviction(s) including the date(s), nature, and place(s) of each offense, and the sentencing disposition of the case. Please be accurate and complete.

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*I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of this company's review of this application, I release Friendship Industries and all providers of information from any liability as a result of furnishing and receiving such information (this does not waive my right to file a charge, testify, assist or participate in an investigation, hearing or proceeding under Title VII, the Age Discrimination in Employment Act, the Equal Pay Act, or the Americans with Disabilities Act.) In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I agree to allow Friendship Industries to call my references listed above. I understand that no company representative, other than its President, and then only when in writing and signed by the President, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.*

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

# Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2017  
Page 1 of 2

## Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>1</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

## How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please check one of the boxes below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Today's Date

## Voluntary Self-Identification of Disability

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Page 2 of 2

### Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

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<sup>i</sup> Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

# AA/EEO VOLUNTARY SURVEY

Because we do business with the government, agencies require our company to provide reports on status of applicants. We must also reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, and to measure the accuracy of our employment information, we need your assistance in completing this questionnaire. The information requested on this survey is to be voluntarily provided and is for analysis and affirmative action only.

Information concerning race, sex, age, veteran's status, or disability will be kept private and will not be used against you in any way. This data will be kept separate from the application and will not jeopardize or adversely affect any consideration you may receive for employment or later advancement in employment.

(Check One): Male \_\_\_\_\_ Female \_\_\_\_\_

## Race/Ethnicity:

### Are you Hispanic or Latino?

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Yes  No

Please select one or more races that you identify with from the following:

**American Indian or Alaskan Native (not Hispanic or Latino)**

A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Asian (not Hispanic or Latino)**

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American (not Hispanic or Latino)**

A person having origins in any of the Black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)**

A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White (not Hispanic or Latino)**

A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Two or More Races (not Hispanic or Latino)**

All persons who identify with more than one of the above races.

## Military Status:

Check all that apply (definitions are on back of this page)

- Not a Veteran
- Veteran
- Disabled Veteran
- Special Disabled Veteran
- Other Protected Veteran
- Newly/Recently Separated Veteran (3-year)
- Vietnam Era Veteran
- Armed Forces Service Medal Veteran

Applicant's Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

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

## **Veteran Definitions**

### **You are considered a “disabled veteran” if you:**

- are a veteran of the U.S. Military, ground, naval, or air service who is entitled to disability compensation under laws administered by the Veterans Administration; or
- were discharged or released from active duty because of a service-connected disability.

### **You are considered a “special disabled veteran” if you:**

- served on active duty in the U.S. military ground, naval, or air service and (1) were discharged or released from active duty because of a service-connected disability, or (2) are entitled to compensation (or but for the receipt of military retired pay would be entitled to compensation) for certain disabilities under laws administered by the Department of Veterans Affairs (i.e., disabilities rated at 30 percent or more, or at 10 or 20 percent if you have been determined to have a serious employment handicap).

### **You are considered an “other protected veteran” if you:**

- served on active duty during a war; or
- served on active duty during a campaign or expedition for which a campaign badge has been awarded. A list of military engagements included in this category may be found on the U.S. Office of Personnel Management website at [www.opm.gov/veterans/html/vgmedal2.asp](http://www.opm.gov/veterans/html/vgmedal2.asp).

### **You are considered a “newly/recently separated veteran (3year):**

- during the three-year period beginning on the date of your discharge or release from active duty in the U.S. Military, ground, naval, or air service.

### **You are considered a “Vietnam-era veteran” if you:**

- served on active duty for a period of more than 1890 days, and were discharged with other than a dishonorable discharge, in the Republic of Vietnam between February 28, 1961, and May 7, 1975, or between August 5, 1964, and May 7, 1975, in all other cases; or
- were discharged or released from active duty for a service-connected disability if any part of such active duty was performed in the republic of Vietnam between February 28, 1961, and May 7, 1975, or between August 5, 1964, and May 7, 1975, in all other cases.

### **You are considered an “Armed Forces service medal veteran” if:**

- while serving on active duty in the U.S. military, ground, naval, or air service, you participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.