



# Charter Manufacturing Company, Inc.

1212 West Glen Oaks Lane  
P.O. Box 217  
Mequon, WI 53092

# Employment Application

*This application expires 60 days  
from the date entered below.*

*Send this completed application  
to the Attention of Human  
Resources at the division of the  
position you are applying for.*

**Charter Steel**  
1658 Cold Springs Road  
Saukville, WI 53080

**Charter Automotive**  
7850 N. 81<sup>st</sup> Street  
Milwaukee, WI 53233

**Charter Steel - Cleveland**  
4300 East 49th  
Cuyahoga Heights, OH 44125

**Charter Wire**  
114 N. Jackson Street  
Milwaukee, WI 53202

**Charter Steel - Fostoria**  
6255 U.S. 23 North  
Rising Sun, OH 43457

PLEASE TYPE OR PRINT

## POSITION APPLIED FOR

<b>Position Title:</b>		<b>Date Applied:</b> / /
<b>Position Division:</b> <input type="checkbox"/> Corporate <input type="checkbox"/> Charter Automotive <input type="checkbox"/> Charter Steel <input type="checkbox"/> Charter Wire		
<b>Interested in:</b> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		
<b>What shifts are you willing to work?</b> <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> Preferred Shift (select one): <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup>		
<b>For positions where it applies, we have 12-hour shifts, holiday, and weekend work - is that a problem?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>We will attempt to reasonably accommodate an applicant's religious needs, as required by law.</i>		
<b>Desired wage:</b> \$ / hour	<b>Date available to start:</b> / /	
<b>How were you referred?</b> <input type="checkbox"/> Advertisement <input type="checkbox"/> Job Service <input type="checkbox"/> Other <input type="checkbox"/> Employee:		
<b>What led you to apply?</b>		
<b>If you are interested in employment with other Charter Manufacturing divisions, please check the desired location(s):</b> <input type="checkbox"/> Corporate <input type="checkbox"/> Charter Automotive <input type="checkbox"/> Charter Steel <input type="checkbox"/> Charter Wire		

## PERSONAL INFORMATION

<b>Last Name:</b>	<b>First Name:</b>	<b>M.I.:</b>
<b>Present Address:</b>		<b>How long?</b> __ yr(s) __ mo(s)
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Previous Address:</b>		<b>How long?</b> __ yr(s) __ mo(s)
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Primary Phone:</b> ( ) -	<b>Are you under 18?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Date of Birth: / /	
<b>Secondary Phone:</b> ( ) -	<b>Social Security:</b>	
<b>Have you ever been employed by any division of Charter Manufacturing?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Where:</b>	<b>When:</b>
<i>If yes, reason for leaving:</i>		
<b>Have you previously applied with any division of Charter Manufacturing?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Where:</b>	<b>When:</b>
<b>Do you have transportation to work?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>If you are applying for a position that requires you to drive an automobile as a part of your job, complete the following:</b>		
<b>State of Issue:</b>	<b>Drivers License No:</b>	
<b>Are you legally authorized to work in the US?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Have you ever been denied a bond?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please explain:</i>		
<b>Have you ever been convicted, or had a plea of nolo contendere (no contest) for any offense or violation (including felony or misdemeanor) other than minor traffic violations?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please explain:</i>		

*No applicant will be denied a position because of a pending criminal charge or conviction for (or plea of nolo contendere to) an offense or violation (whether criminal or otherwise), which Charter Manufacturing Co, Inc. determines is not substantially related to the circumstances of the position(s) sought.*

**EDUCATION HISTORY**

	Name of School	Location	Graduated	Degree/Major	GPA
High School:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College/Technical:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Post-Graduate:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Apprenticeship:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other:			<input type="checkbox"/> Yes <input type="checkbox"/> No		

List any professional advancement/technical courses or workshops attended:

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Are you professionally licensed or registered with any professional group, association, or society relating to the job for which you are applying?

Name of Group:	Registration/License No.:
State:	Date of Expiration:            /    /

List any additional experiences, skills, and qualifications that you believe relate to the job(s) for which you are applying:


List any activities, academic awards, honorary societies, and distinctions (omit those indicating race, creed, color, sex, or nation of origin):


**EMPLOYMENT RECORD**

List all present and past employment beginning with the most recent. May we contact your present employer?  Yes  No

Employer:	Dates Employed:    /    /    to    /    /
Employer's Address: (street, city, state, zip)	
Employer's Phone:    (    )    -	Hourly Rate/Salary: Start: \$
Your Job Title:	Final: \$
Your Supervisor:	Reason for Leaving:
Duties Performed/ Responsibilities:	
Employer:	Dates Employed:    /    /    to    /    /
Employer's Address: (street, city, state, zip)	
Employer's Phone:    (    )    -	Hourly Rate/Salary: Start: \$
Your Job Title:	Final: \$
Your Supervisor:	Reason for Leaving:
Duties Performed/ Responsibilities:	
Employer:	Dates Employed:    /    /    to    /    /
Employer's Address: (street, city, state, zip)	
Employer's Phone:    (    )    -	Hourly Rate/Salary: Start: \$
Your Job Title:	Final: \$





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**AUTHORIZATION & RELEASE  
(CHARTER APPLICANT)**

I am applying for employment with Charter Manufacturing Company, Inc. I voluntarily and knowingly authorize any former employer, person, firm, corporation, school, or government agency, its officers, employees, and agents to release any and all information regarding my former employment to this prospective employer, its officers, employees, and agents, or any other person or entity making a written or oral request for such information on behalf of this company. I understand that the employment information may include, but is not necessarily limited to, performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand, opinions, and public record information regarding my suitability for employment possessed by it.

I voluntarily and knowingly fully release and discharge, absolve, indemnify, and hold harmless such former employer, person, firm, corporation, or government agency, its officers, employers, or agents from any and all claims, liability, demands, causes of action, damages or costs, including attorney's fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment which the officer, employee, or agent disclosing such facts known are untrue.

This authorization shall remain in effect for a period of one (1) year from the date on which I sign it. A photocopy of this authorization may be used by Charter Manufacturing Company, Inc. and shall be valid as the original.

**Applicant Name:** \_\_\_\_\_

**Social Security No.:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Date:**    /    / \_\_\_\_\_

**Witness' Signature:** \_\_\_\_\_

**Date:**    /    / \_\_\_\_\_