



Double H Employment Application

www.doublehplastics.com

IMPORTANT NOTICE Double H is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, sexual orientation, age, national origin, disability, or any other characteristic or activity that is protected under federal, state or local law. If you have a substantially limiting physical or mental impairment that requires accommodation for you to complete this application or participate fully in the application and interview process, *without disclosing the nature of the impairment*, please notify us and we will accommodate that need to the extent we can reasonably without incurring undue hardship. In this Employment Application form and throughout any interview process that might follow, do not volunteer any information that is not requested. *Specifically, do not provide information that could disclose your race, color, religion, sex, sexual orientation, national origin, age, disability or labor organization affiliations.*

APPLICANT INFORMATION Print Name: _____ **TODAY'S DATE** _____
Last First Middle

Print Address: _____ Street _____ Home Phone: _____
City State Zip Code _____ Cell Phone: _____
Email Address: _____

- Yes No Can you, after employment, submit verification of your legal right to work in the United States?
- Yes No Are you at least eighteen years of age?
- Yes No If required for the job, do you have a valid, appropriate driver's license? If "yes," _____
Name on License State Type (e.g., CDL) Number
- Yes No Do you have regular and reliable means of transportation to and from work?
- Yes No Have you been employed by or applied for employment with Double H? If "yes," _____
Where? When?
- Yes No Are you related to or do you otherwise know any person(s) currently employed by Double H?
If "yes," identify each such person by full name and relationship to you: _____
- Yes No Have you been convicted of a felony, or a misdemeanor punishable by imprisonment, for which the date of conviction, release from prison, or end of parole was within the past 7 years? (See "Important Notice" below)

IMPORTANT NOTICE: Conviction will not necessarily be a bar to employment. Factors such as age at time of the offense, remoteness in time, relation to the job sought and rehabilitation efforts will be considered. **Do not** disclose information concerning any conviction that has been sealed, expunged, erased or pardoned; an arrest or charge that did not result in conviction; or, referral to or participation in any pre-trial or post-trial diversion program.

If "yes," _____
Charge(s) Jurisdiction(s)

Yes No Are there any currently pending charges against you in any jurisdiction? If "yes," _____
Charge(s) Jurisdiction(s)

POSITION AND AVAILABILITY Position Desired: _____ Job No.: _____ Salary Desired: _____

Yes No Referring to the job description, can you perform each essential function with or without accommodation? If accommodation is required, please identify the function(s) and the accommodation(s) required: _____

Type of work desired Full time Part time Temporary On call Other – Describe: _____
(Check All That Apply)

*I am willing and able to work Nights Weekends Holidays Shifts Overtime
(Check All That Apply) ***NOTICE: Production-related employees must be available to work 12-hr. shifts, including 7pm to 7am.**

Yes No Are you willing to travel? If "yes," to what extent? _____

Indicate the Hours You Are Regularly Available to Work	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:							
To:							

EDUCATION	Name of School	City and State	Did you graduate	Degree Major/Minor	Year Received	Cumulative GPA
	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____
	High School					
	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____
	College or University					
	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____
	Post Graduate					

Extracurricular Activities	Special Awards & Honors	Offices Held	% of cost <u>you</u> (not parents) paid/borrowed
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Additional Education, Professional Memberships, Certificates or Licenses held, Computer and Typing Experience and Skills, Vocational or Professional Information, such as special areas of research or study, seminars, etc. Also, if fluency in a foreign language is listed on the job description, please indicate below whether you are fluent in the language listed. (Attach additional sheet, if necessary). _____

EMPLOYMENT HISTORY List present or most recent employer first. Include periods of time for the past ten years, whether employed or unemployed, including volunteer work and active military service. (Attach additional sheet, if necessary). *Do not state "Refer to Resume".*

Employer: _____ Employed From: _____ To: _____
Print Name Type of Business
 Telephone Number: _____
 Print Address: _____ May we contact? Yes No
Street Supervisor(s) Name(s)
City State Zip Code Termination: Voluntary Involuntary Explain Salary Starting/Ending
 Specific Job Duties _____

Employer: _____ Employed From: _____ To: _____
Print Name Type of Business
 Telephone Number: _____
 Print Address: _____ May we contact? Yes No
Street Supervisor(s) Name(s)
City State Zip Code Termination: Voluntary Involuntary Explain Salary Starting/Ending
 Specific Job Duties _____

Employer: _____ Employed From: _____ To: _____
Print Name Type of Business
 Telephone Number: _____
 Print Address: _____ May we contact? Yes No
Street Supervisor(s) Name(s)
City State Zip Code Termination: Voluntary Involuntary Explain Salary Starting/Ending
 Specific Job Duties _____

MILITARY SERVICE

Branch	From (Mo/Yr)	To (Mo/Yr)	Experience relevant to the position
_____	_____	_____	_____

ACTIVITIES & VOCATIONAL GOALS

List any hobbies or interests you would like us to know about: _____
 What interests you most about working for Double H? _____
 What are your career or vocational goals? _____
 How did you learn of the job opportunity? _____

REFERENCES List three persons, other than relatives or personal friends, who you have known for at least one year and who have knowledge of your work experience or education.

Name	Address	Phone	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

READ CAREFULLY BEFORE SIGNING: I agree that I must file any claim or lawsuit arising from or related in any way to my employment relationship with Double H within one (1) year after the action or occurrence giving rise to the claim; that any claim not asserted within that time will thereby be waived; that I waive all otherwise applicable limitations periods; and that both Double H and I waive the right to a jury trial of any claim or lawsuit arising from or related in any way to my application for employment and/or our employment relationship and that any such claims will be heard by a judge alone. I understand that Double H has its principal place of business in Pennsylvania and that this Employment Application is and will be controlled by Pennsylvania law.

APPLICANT ACKNOWLEDGEMENT: I understand, that although this Employment Application is not an offer or promise of employment, if I am hired it will have been relied upon to do so and it will become part of my official employment record. I further understand that any misrepresentation, falsification or material omission of information will result in my not receiving an offer or, if I have been hired, my dismissal. If I am hired, I understand that I must at all times comply with all Company rules, regulations, policies, and procedures. I understand that any employment will be at-will, meaning that Double H or I may discontinue it at any time with or without cause or prior notice. I further understand that any employment will be contingent upon satisfactory completion of all pre-employment requirements including, but not limited to, interviews, reference checks, verification, background check, pre-employment physical and drug and/or alcohol testing. I hereby authorize all parties identified above to give information about me, and I release each and every such party from any and all liability in connection therewith.

Signature _____ Date _____

- o **Double H Plastics, Inc.**-50 West Street Road, Warminster, PA 18974 Phone 215-674-4100 - Fax 215-674-4109
- o **Double H Manufacturing Corporation**- 2548 West 26th Street, Marion, IN 46953 Phone 765-664-9090 - Fax 765-664-1002
- o **Double H Tennessee, LLC.**- 5300 East Morris Boulevard, Morristown, TN 37813 Phone 423-587-0618 - Fax 423-587-0619