

# APPLICATION FOR EMPLOYMENT



Woodbine Manufacturing Company, DBA Tommy Gate, fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, genetic information, disability, or any other basis prohibited by federal, state or local law. In accordance with requirements of the Americans with Disabilities Act and applicable federal, state, and/or local laws, it is our policy to provide reasonable accommodation upon request during the application process to applicants in order that they may be given a full and fair opportunity to be considered for employment. As an Equal Opportunity Employer, we intend to comply fully with applicable federal, state, and/or local employment laws and the information requested on this application will only be used for purposes consistent with those laws. To the extent required by applicable law, The Company maintains a smoke-free workplace.

## PERSONAL DATA

Position Applied For \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Type of Employment Desired      Full Time      Part Time

I am able and willing to work\*      Day Shift      Night Shift      Either

Will you work overtime, if required?\*      Yes      No

*\*Note: It is not necessary for you to identify unavailability for work because of religious observance or practice or any other protected classification. Subsequent to any job offer, we will consider whether a reasonable accommodation can be made.*

Have you ever applied to or worked for Tommy Gate before?      Yes      No

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

*Note: The Federal Immigration and Reform and Control Act of 1986 requires that a DHS Employment Eligibility Verification "Form I-9" be completed for every new hire and that within 3 business days of beginning work every new hire must present to the employer documentation establishing his/her identity and authorization to work. This federal requirement must be satisfied as a condition of employment. Failure to submit this documentation in the required time shall result in immediate termination of employment.*

## EDUCATION Describe any educational degrees, skills, training or experience you believe are relevant to the job applied for

Name, City, & State of Institution	Graduated? Y/N	If no degree, credits earned	Type of Degree Received or Expected	Major	Minor	Grade Point/ Overall GPA
High School						
College or University						
Technical / GED						
Licenses/Certifications/Other						

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## EMPLOYMENT HISTORY

Company		Telephone			
Address					
Name of Supervisor		May we contact?			
Dates Employed	From	To	Rate of Pay	Start	Last
Job Title(s)		Reason for Leaving			

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## PROFESSIONAL REFERENCES Please list three individuals unrelated to you with whom you have worked or know your qualifications.

Name	Address	Phone	Relationship

## APPLICABLE SKILLS For Welders / Assemblers / Fabrication Applicants Only. Mark which skills you have.

- |                                       |                                      |
|---------------------------------------|--------------------------------------|
| Ability to weld MIG                   | Ability to use grinder               |
| Ability to weld TIG                   | Ability to do repetitive tasks       |
| Ability to weld aluminum              | Experience with fork lift            |
| Ability to read tape measure          | Experience with robotic welder       |
| Ability to work with small hand tools | Experience with industrial CO2 laser |
| Ability to read blue prints           | Experience with punch plasma         |

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## APPLICANT'S ACKNOWLEDGMENT

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I certify that the answers given herein and during the entire application process including but not limited to information provided in resumes, attachments to this application, interviews, or otherwise (if applicable) are true and complete to the best of my knowledge.

I understand that any misrepresentations, omissions of facts, or incomplete answers during the application process may disqualify me from further consideration for employment. I further understand that, if employed, any misrepresentations or omissions of facts during the application process may be cause for my dismissal at any time without prior notice.

I consent to and authorize the Company and ADP TotalSource® to contact my former employers, references, and any and all other persons and organizations for information bearing upon my qualifications for employment.

I further authorize the listed employers, schools and personal references to give the Company or ADP TotalSource (without further notice to me) any and all information about my previous employment and education, along with any other pertinent information they may have and hereby waive any actions which I may have against either party(ies) for providing a good faith reference.

I expressly agree and understand that, if employed, my employment is not for a specific term, is based on mutual consent, and may be terminated by me or the company or ADP TotalSource® with or without notice or cause at any time. I further understand that no oral promise, employer policy, custom, business practice, or other procedure (including the basic employment policies, personnel handbook, or any personnel manuals) constitutes an employment contract or modification of the at-will employment relationship between me and the company or ADP TotalSource.

I also understand that my at-will employment status with the company may only be altered in an individual case or generally in a writing signed by the Owner, President, or CEO of the company and that my at-will status with ADP TotalSource may only be altered in an individual case or generally in a writing signed by the President of ADP TotalSource.

I understand that I may be required to qualify for employment based on additional employment criteria. For example, I may be required to take job-related tests, take a driver's examination, or take a pre-employment drug test. If I am offered employment or start work before any required test is completed, I understand that my employment is contingent on a satisfactory result on all required tests. I authorize the Company and ADP TotalSource to release the results of my pre-employment drug/alcohol test (if any), any information on this application and any relevant information about me to each other and to other ADP TotalSource clients for whom I have applied for employment, and release the Company, ADP TotalSource and its clients from any and all claims related to the lawful release of this information. I further authorize the release of any background check results and of any drug/alcohol test to any state or federal authority requesting such information and in response to a valid subpoena or other legal document.

**Woodbine Manufacturing Company • Tommy Gate**  
**83 Bus Brown Drive • Woodbine, Iowa • 51579**  
**phone: 712.847.8000 • fax: 712.248.8924 • careers@tommygate.com • www.tommygate.com**

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I affirm that I have read and fully understand the above conditions of employment.

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Applicant's Signature

Date

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