

GENERAL INFORMATION (Continued)

How were you referred to us? College / School Employment Agency Advertisement
 Friend / Relative Other Specify Source: _____

List any friends and/or relatives working at Towill, Inc., and their relationship to you:

Name: _____ Office Location: _____ Relationship: _____

Name: _____ Office Location: _____ Relationship: _____

We may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest.

EDUCATION

	Name of school	# of Years attended	Graduated Yes/No	Year Graduated	Degree received	Major
High School						
Business, Trade or Technical School						
College/ University						
Graduate/ Professional School						

Additional academic achievements, training, skills or extracurricular activities relating to the position(s) for which you are applying:

EMPLOYMENT HISTORY

(Start with most recent position. Use additional sheet if necessary. Do not omit any employers.)

Date, Month & Year	Name, Address & Telephone Number of Employer	Rate of Pay	Position held/ Immediate Supervisor	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

Have you been discharged for cause from any of the above positions? Yes No

If "yes", explain _____

EMPLOYMENT HISTORY (Continued)

May we contact your current employer at this time?

Yes No

If you are currently employed under a written contract with any company, and that contract restricts you in any way in working for a competitor, please specify the restrictions:

ADDITIONAL QUALIFICATIONS & BACKGROUND INFORMATION

List all registrations, certifications or licenses related to the work for which you are applying.

Registration, Certification or License Number	State in Which Issued	Area of Expertise	Expiration Date

Has your license/certification ever been revoked or suspended?

Yes No

If yes, specify which item; state reason(s); date of revocation or suspension, and date of reinstatement.

U.S. Military or Naval service?

Yes No

If "yes" dates of Service _____

Rank: _____

Have you obtained any special skills or abilities as the result of service in the military?

Yes No

If "yes" please describe:

Indicate any foreign languages you can speak, read, and/or write:

DRIVER'S LICENSE INFORMATION:

State: _____ Number: _____ Expiration Date: _____

List all traffic violations/citations received within the last seven years:

Is there any reason you may not be able to attend work on a regular basis or be to work on time?

Yes No

If "yes", explain:

REFERENCES

Provide the names of three persons whom you have known at least one year. References should be acquainted with your employment background and are not a relative.

Name	Address / Phone	Business	Position	Years Acquainted

ESSENTIAL REQUIREMENTS OF THE POSITION

The essential requirements of the job for which you are applying are specified on the attached job description. Some positions may require that the applicant pass a job-related physical examination.

ACKNOWLEDGEMENT AND UNDERSTANDING

I understand and acknowledge the following:

1. I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials

2. I hereby authorize Towill, Inc. to thoroughly investigate my references, work record, education and other matters related to my suitability for employment unless otherwise specified above. I further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Towill, Inc., my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. I specifically authorize investigation of my D.M.V. record and criminal record.

Initials

3. I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Towill, Inc. In addition, I understand and agree that if I am employed, my employment is for not definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Towill, Inc., and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and Towill, Inc.'s designated representative.

Initials

4. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Initials

5. I further understand, I will be required to possess a current and valid California driver's license and be insurable if my job requires me to drive in the course of work.

Initials

6. I agree that, if I am offered employment, I will be required to conform to the rules and regulations of the Company.

Initials

7. Should a search of public records be conducted by internal personnel employed by Towill, Inc., I am entitled to copies of any of any such public records obtained by Towill, Inc. unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below. "Public records" are defined by California state law and means records documenting an "arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment." (Civil Code section 1786.53) Any public records request conducted by internal personnel employed by Towill, Inc. will only be used to the extent allowed be federal, state, or local law.

I waive receipt of a copy of any public record described in the paragraph above.

Initials

8. My signature below and my initials at the end of this paragraph and each paragraph above, certify that I have read, understand, and agree to the foregoing and that, to the best of my knowledge and belief, all information I have provided on the application form is true and correct.

Initials

Applicant's Signature

Date