



# WESTAK

## EMPLOYMENT APPLICATION

Date of Application:

### PERSONAL INFORMATION

Name:	Last	First	Middle
Address:			
City:	State:		Zip:
Email:		SSN:	
Phone Number:	Day:	Eve:	Message:
Other name(s) under which you have worked or attended school:			
Are you 18 years of age or older?			
Can you, within 3 business days after employment, submit verification of your identity and legal right to work in the U.S.?			
Have you ever worked for Westak?		If yes, give location and dates:	
Do you have any relatives currently working for Westak?		If yes, provide their name(s):	

### POSITION DESIRED

Type(s) of position desired:	Desired Salary/Wage:	Date available to work:
Available to work (check all that apply):	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Weekends <input type="checkbox"/> Overtime <input type="checkbox"/> Day Shift <input type="checkbox"/> Swing Shift <input type="checkbox"/> Graveyard Shift	
How were you referred to Westak?	<input type="checkbox"/> Self <input type="checkbox"/> State EDD <input type="checkbox"/> Ad <input type="checkbox"/> College <input type="checkbox"/> Agency <input type="checkbox"/> Employee    If by employee, name? _____ <input type="checkbox"/> Other _____	

### EMPLOYMENT HISTORY

Please list your employment history beginning with your most recent position. **This MUST be completed whether or not you attach a resume.** Employment dates must be consecutive and all times accounted for. Please use additional sheet if necessary. Include military service if applicable.

Most recent employer:	From (mm/yy):	To (mm/yy):
Address:		
Starting Position:	Ending Position:	
Supervisor's Name:	Title:	Phone:    Ext:
Description of duties:		
Reason for leaving:	May we contact this employer:	
Prior employer:	From (mm/yy):	To (mm/yy):
Address:		
Starting Position:	Ending Position:	
Supervisor's Name:	Title:	Phone:    Ext:
Description of duties:		
Reason for leaving:	May we contact this employer:	

Prior employer:		From (mm/yy):	To (mm/yy):
Address:			
Starting Position:		Ending Position:	
Supervisor's Name:	Title:	Phone:	Ext:
Description of duties:			
Reason for leaving:			May we contact this employer:

**EDUCATION**

School name and location	Field of study	No. of years completed	Did you graduate?
High School:			
College/University:			
Business/Technical/Trade:			
Other:			

**REFERENCES**

Please give two technical or business references:

Name:	Daytime Phone Number:
Name:	Daytime Phone Number:

I hereby declare that the preceding information, the information on any resume I have submitted, and the information supplied in the interview process is true, correct, and complete. I authorize a thorough investigation of my prior employment and educational background, agree to cooperate in such an investigation, and release from all liability and responsibility all persons or corporations requesting or supplying such information.

I have read the job description and have had the tasks explained to me and I represent that I am able to perform those tasks.

I understand that, should I be employed by Westak, my employment is "at-will" and may be terminated at any time by me, for any reason not prohibited by law.

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

**FOR WESTAK USE ONLY**

DATE OF HIRE:	POSITION:	DEPARTMENT:	BASE WAGE: \$
SHIFT DIFF: <input type="checkbox"/> YES <input type="checkbox"/> NO	SHIFT START: _____	SHIFT END: _____	REVIEW DATE:
	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
EXEMPT STATUS: <input type="checkbox"/> EXEMPT <input type="checkbox"/> NON-EXEMPT	DOL STATUS: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMP		
INTERVIEWED BY (name & signature):	DATE:		
APPROVED BY (name & signature):	DATE:		



## APPLICANT ITAR CERTIFICATION

### U.S. International Traffic and Arms Regulations (ITAR)

Westak is an ITAR certified facility, and positions at Westak require that employees be authorized or eligible to access ITAR controlled products and data, and as such, special conditions apply for eligibility to be employed in these roles. For information on the U.S. ITAR, go to [http://www.pmdtc.state.gov/regulations\\_laws/itar.html](http://www.pmdtc.state.gov/regulations_laws/itar.html).

All accepted applicants must be U.S. Persons as defined by ITAR. ITAR defines a U.S. Person as a US. Citizen, U.S. Permanent Resident (i.e. "Green Card Holder"), Political Asylee, or Refugee.

During the employment application process candidates may be required to disclose citizenship (including any dual citizenship or nationality) and country of birth for ITAR compliance purposes.

1. I certify that I am a U.S. Citizen, U.S. Permanent Resident (i.e. "Green Card Holder"), Political Asylee, or Refugee.
2. I understand that my answer to this question is subject to audit and that I will be asked to provide verification documentation if hired. The following is a list of acceptable documents:
  - a. Citizen
    - i. Birth Certificate **or**
    - ii. US Passport
  - b. Permanent Resident
    - i. USCIS Form I-1551 (Permanent Resident Card)
  - c. Protected Individual (Asylee/Refugee)
    - i. Form I-94 or I-94A **or**
    - ii. Form I-766 (Employment Authorization Document) noting (a)(3) or (a)(5) category
3. I certify that the information that I am providing is true, correct and complete to the best of my knowledge. I understand that deliberate falsification of this information is a violation of the Westak ITAR policy.

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Name

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Signature

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Date