

****In completing the following questions, do not include minor traffic violations.**

Within the past three (3) years have you been convicted of a felony (including guilty pleas and/or nolo contendere pleas) (A "Yes" answer will not necessarily prevent you from being hired)

Yes No If yes, describe in detail (nature of crime, state and county of conviction, current status):

Do you currently have any outstanding criminal charges or warrants of arrest pending against you? ___Yes ___No

Are you presently under investigation in any jurisdiction for possible criminal charges? ___Yes ___No

Have you used illegal drugs in the last 12 months? ___Yes ___No

Do you currently use illegal drugs? ___Yes ___No

Are you currently the subject of any investigation or inquiry by an employer because of allegations of misconduct or harassment on your part or have you ever been disciplined for misconduct or harassment? ___Yes ___No

If answer "Yes", explain your answer:

EDUCATIONAL BACKGROUND

What is the highest grade you completed in school? College___ High School Diploma___ GED___

Please list the schools you have attended, the degrees received and the city and state in which they are located:

Elementary_____

High School_____

College_____

Graduate School_____

Have you served in the military? Yes No

Dates of Service _____

Type of Discharge _____

Do you possess special skills and/or have you received any special training or certifications in areas that will assist you in performing the job for which you are applying? Yes No

If yes, please describe: _____

REFERENCES:

**WRITTEN REFERENCES ARE REQUIRED TO ACCOMPANY THIS APPLICATION.
REFERENCES MAY EMAIL LETTERS TO: EMPLOYMENT @UNIVERSALFIBERS.COM.**

Please submit at least 2 of the 3 listed references in writing or email with verifiable information as to your character and can attest to some or all of the information contained in this application.

Name Address Phone Number

Name Address Phone Number

Name Address Phone Number

WORK EXPERIENCE

Current or Previous Employer		Type of Business	Address	Phone Number
Start Date	Leave Date	Salary	Reason for leaving	
Job Title		Supervisor and title		May we contact? <i>(If "no," explain)</i>
Description of job and duties: _____ _____ _____				

WORK EXPERIENCE – CON’T

Previous Employer		Type of Business	Address	Phone Number
Start Date	Leave Date	Salary	Reason for leaving	
Job Title		Supervisor and title		May we contact? <i>(If “no,” explain)</i>
Description of job and duties: _____ _____ _____				

Present/Last Employer		Type of Business	Address	Phone Number
Start Date	Leave Date	Salary	Reason for leaving	
Job Title		Supervisor and title		May we contact? <i>(If “no,” explain)</i>
Description of job and duties: _____ _____ _____				

Previous Employer		Type of Business	Address	Phone Number
Start Date	Leave Date	Salary	Reason for leaving	
Job Title		Supervisor and title		May we contact? <i>(If “no,” explain)</i>
Description of job and duties: _____ _____ _____				

WORK EXPERIENCE – CON'T

Previous Employer		Type of Business	Address	Phone Number
Start Date	Leave Date	Salary	Reason for leaving	
Job Title		Supervisor and title		May we contact? <i>(If "no," explain)</i>
Description of job and duties: _____ _____ _____				

Present/Last Employer		Type of Business	Address	Phone Number
Start Date	Leave Date	Salary	Reason for leaving	
Job Title		Supervisor and title		May we contact? <i>(If "no," explain)</i>
Description of job and duties: _____ _____ _____				

Have you previously applied for employment at Universal Fibers? _____ Were you hired? _____
 If so, what was your reasoning for leaving? _____

PHOTO/VIDEO POLICY STATEMENT AND RELEASE

Universal Fibers, Inc.(UFI) periodically takes photos and videos of Associates in during special events, such as meetings and other community related venues. These photos are for UFI use only and may be used in a variety of publications including: brochures, pamphlets, web pages and flyers or television/video productions. UFI retains the right to continue or discontinue the use of any photo or video without notice. Therefore, I release UFI, its employees or agents via electronic or media, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any re-use, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur in the production of the finished product.

(Initial in the following blank that you are aware of the contents of the above written statement: _____)

APPLICANT STATEMENT

I certify I completed this application and that, to the best of my knowledge and belief, the answers given by me to the foregoing questions and statements made by me in this application (and accompanying resume, if any) are correct and complete. I understand that misrepresentation or omission of facts in this application may disqualify me from further consideration for employment, and may result in my discharge from employment, if discovered at a later date.

I understand that if I am employed, my employment may be terminated at any time by either myself or Universal Fibers, Inc. I agree that, should I be employed, said employment will be at-will and will not be governed by any contract, either express or implied.

I hereby authorize Universal Fibers, Inc. or its designee to conduct a criminal background check and to contact any or all of my references and former employers to inquire about my past job performance, education, personal character and any other topic deemed relevant by Universal Fibers, Inc. I further agree that I will hold those individuals and entities who respond harmless for any information they provide, including opinions, as a result of such contact, and release them from liability for the result of any such information, whether same is of record or not.

Date

Applicant's Signature



Please complete last page of application thoroughly.

**Consumer Report / Investigative Consumer Report
Disclosure and Release of Information Authorization**

I authorize Universal Fiber Systems and PT Research, Inc., a Consumer Reporting Agency ("CRA"), to retrieve information from all personnel, educational institutions, government agencies, companies, corporations, credit reporting agencies, law enforcement agencies at the federal, state or county level, relating to my past activities, to supply, any and all information concerning my background, and release the same from any liability resulting in providing such information. The information received may include, but is not limited to, academic, residential, achievement, job performance, attendance, litigator personal history, credit reports, driving history, and criminal history records. I understand that this information may be transmitted electronically and authorize such transmission.

I understand that a Consumer Report or Investigative Consumer Report ("Consumer Report") may be prepared summarizing this information. If my prior employers and/or references are contacted, the report may include information obtained through personal interviews regarding my character, general reputation, personal characteristics and/or mode of living. I may request a copy of any report that is prepared regarding me and may also request the nature and substance of all information about me contained in the files of the consumer-reporting agency. I understand that I have the right to inspect those files with reasonable notice during regular business hours and that I may be accompanied by one other person. The consumer reporting agency is required to provide someone to explain the contents of my file. I understand that proper identification will be required and that I should direct my request to: PT Research Inc., P.O. Box 4540, Manchester N11 03108 Phone 1-866-737-2714 Attention: Compliance Officer.

I hereby certify that all the statements and answers set forth on the application form and/or my resume are true and complete to the best of my knowledge, and I understand that if subsequent to employment any such statements and/or answers are found false or that information has been omitted, such false statements or omissions will be just cause for the termination of my employment. Further, I understand that by requesting this information, no promise of employment is being made. *I am willing that a photocopy of this authorization be accepted with the same authority as the original; and that if employed by the above-named company, this authorization will remain in effect throughout such employment.*

Signature _____ Social Security Number _____ Date _____

*NOTE: The following information is provided voluntarily and IS NOT considered as part of your application. It is used only for identification purposes in verifying information on your Employment Application. **PLEASE PRINT CLEARLY.***

Last Name	First Name	Middle Name	Date of Birth
Street Address	City	State	ZIP

List any other CITIES AND STATES in which you have lived during the previous 7 years.

List any other LAST NAMES you have used during the previous 7 years.

List any other LAST NAMES under which you received your GED, high school diploma, or other degrees.

Are you applying for employment in CALIFORNIA*, MINNESOTA, or OKLAHOMA? Yes No
If so, would you like to request a copy of any report prepared on you? Yes No

*CALIFORNIA APPLICANTS: Under California law, the reports ordered about you for employment purposes within the State of California are defined as "Investigative Consumer Reports." These reports may contain information on your character, general reputation, personal characteristics, and/or mode of living. Under California Civil Code §1786.22, you may view the report(s) maintained at the CRA during normal business hours. You may also obtain a copy by submitting proper identification and paying the cost of duplication by appearing at the CRA in person, by mail, or by telephone. The CRA is required to have personnel available to explain the report(s) and to explain any coded information. If you appear in person, you may be accompanied by a person of your choice, if s/he furnishes proper identification

NEW YORK and MAINE APPLICANTS: You have the right, upon written request, to be notified whether a consumer report was requested about you by the above-named company.

NEW YORK APPLICANTS: Should a consumer report received by an employer contain criminal conviction information, the employer must provide to the applicant or employee who is the subject of the report, a printed or electronic copy of Article 23-A of the New York Correction Law, which governs the employment of persons previously convicted of one or more criminal offenses.

_____ Please initial here to acknowledge receipt of Article 23-A of the New York Correction Law.