

## Applicant Data Record CONTRACTOR

Applicants and employees are considered for all positions and will not be subjected to adverse treatment with regard to race, color, religion, gender, national origin, age, marital or veteran status, medical condition or disability.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Solely to help up comply with government record keeping, reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the application for employment.

**(Please Print)**

Date \_\_\_\_\_

Position(s) applied for \_\_\_\_\_

Referral Source (check one)  Advertisement  Friend  Relative  Employment Agency  
 Walk-in  Other \_\_\_\_\_

### Affirmative Action Survey

**Government agencies require periodic reports specifying the gender, ethnicity, identity of individuals with Disabilities, and the Veterans status of applicants. This data is for analysis and affirmative action only.**

#### Submission of information is voluntary

Gender (check one)  Female  Male

Race/Ethnic Group (check one)  Asian/Pacific Islander  Black  
 Caucasian

Hispanic  Native American/Alaskan Native  
 Two or more races

Decline to respond

Name \_\_\_\_\_  
Last First Middle

If you are an individual with a disability, disabled veteran, veteran of the Vietnam era or other veteran covered by the Act, we would like to include you under the affirmative action program. If you are disabled, it would assist us if you tell us about (i) any special methods, skills, and procedures which qualify you for positions that you might not otherwise be able to do because of your disability so that you will be considered for any positions of that kind, and (ii) the accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, provision of personal assistance services or other accommodations.

Name \_\_\_\_\_

Date \_\_\_\_\_

Please place an "X" in the appropriate box:

\_\_\_ Individual with a Disability: any person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment.

\_\_\_ Disabled Veteran: A veteran entitled to disability compensation under laws administered by the Department of Veterans Affairs for disability rated 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

\_\_\_ Qualified Disabled Veteran: A disabled veteran as defined above who is capable of performing a particular job, with or without reasonable accommodation to his or her disability.

\_\_\_ Veteran of the Vietnam Era: is a person who (1) served on active duty for a period of at least 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released there from with other than a dishonorable discharge, or (2) was discharged or released from active duty with a service-connected disability, if any part of such active duty was performed between August 5, 1964 and May 7, 1975.

\_\_\_ Recently Separated Veteran: any veteran during the three year period beginning on the date of such veteran's discharge or release from active duty.

\_\_\_ Other Protected Veterans: Veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

\_\_\_ Armed Forces Service Medal Veteran: a person who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (62 FR 1209).

\_\_\_ I respectfully decline to respond to the Affirmative Action Survey.

## INVITATION TO SELF-IDENTIFY

This employer is a Government contractor subject to the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended and section 503 of the Rehabilitation Act of 1973, as amended, which requires Government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities, disabled veterans, veterans of the Vietnam era and other veterans covered by the Act. If you have a disability, are a disabled veteran, veteran of the Vietnam era, recently separated veteran, other protected veteran, or Armed Forces service medal veteran covered by the act, and would like to be considered under the affirmative action program, please tell us. You may inform us of your desire to benefit under the program at this time and/or at any time in the future. This information will assist us in placing you in an appropriate position and in making accommodations for your disability. Submission of this information is **voluntary** and refusal to provide it will not subject you to any adverse treatment. Information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by OFCCP or the Americans with Disabilities Act, may be informed. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

### **Policy Statement – Equal Employment Opportunity for Individuals with Disabilities and Protected Veterans**

It is the policy of Tempe Mechanical (TM) not to discriminate against any employee or applicant for employment because he or she is an individual with a disability or a protected veteran, (i.e. disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized). It is also the policy of TM to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment. Employees and applicants of TM will not be subject to harassment on the basis of disability or status as a protected veteran. Additionally, retaliation, including intimidation, threats, or coercion, because an employee or applicant has objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing or have otherwise sought to obtain their legal rights under any Federal, State, or local EEO law regarding individuals with disabilities or protected veterans are prohibited. As President/CEO of TM, I am committed to the principles of Affirmative Action and Equal Employment Opportunity. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the company, I have selected the Office Director as Equal Employment Opportunity (EEO) Manager for TM. One of the Director's many duties will be to establish and maintain an internal audit and reporting system to allow for effective measurement of TM's programs. In furtherance of TM's policy regarding Affirmative Action and Equal Employment Opportunity, TM has developed a written Affirmative Action Program which sets the policies, practices and procedures that TM is committed to in order to ensure that its policy of nondiscrimination and affirmative action for qualified individuals with disabilities and qualified protected veterans is accomplished.

Arthur Young/Tempe Mechanical

# Tempe Mechanical

## Application for Employment

This company is an Equal Opportunity Employer  
 Tempe Mechanical does not discriminate on the basis of age, sex, race, color,  
 National origin, religion, or disability

**Tempe Mechanical Participates in E-Verify**  
**Pre-Employment Drug Test is Mandatory**

Please print and answer all questions. If a question does not apply, insert or check N/A PERSONAL

Name: _____		
Last	First	M.I.
Address: _____		
Street	City	AZ _____ Zip Code
Home Phone: _____		Date of Birth if under 18: _____
Cell Phone: _____		Email Address: _____
Can you, upon employment, submit documentation verifying your legal right to work and your identity? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Position Desired: _____	
Type of employment desired: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Date Available: _____
Will you work overtime if asked: <input type="checkbox"/> Yes <input type="checkbox"/> No	Compensation Desired: _____
Are there any hours/shifts you cannot work: _____	
I have previously <input type="checkbox"/> Applied for employment at Tempe Mechanical <input type="checkbox"/> Been employed by Tempe Mechanical <input type="checkbox"/> N/A	
Worked for this company through a temporary service <input type="checkbox"/> Yes <input type="checkbox"/> No if so When? _____	
Position _____	Location _____ Date _____

Have you, since the age of 18 or within the last 7 years (whichever is most recent), ever been convicted of a felony? If yes, explain the nature of the offenses(s) leading to conviction(s), when such offenses(s) was/were committed, sentences(s) imposed, and type of rehabilitation. A conviction will not necessarily bar an applicant from employment.

EDUCATION	Name	Address	Yrs Comp	Major	Diploma
High School					
College					

Please list any other names or assumed names that you have previously used that would be necessary to permit a check of your work and educational records:

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### SKILLS

Do you have a valid Driver's License (required for some positions) Yes No

Typing WPM\_\_\_\_\_

Please list any other special training, skills, and experience that will be useful for the position you desire within our company. Important, list all factory and/or office equipment you can operate.

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EMPLOYMENT RECORD. Are you employed? Yes\_\_\_ No\_\_\_ If so, may we inquire on your employment? Yes\_\_\_No\_\_\_ Please list your work experience for the past five years beginning with your most recent or present position.

Employer	Supervisor	Salary
		Start:      Last:
Address		Phone
Dates Employed From: To:	Reason for Leaving:	Position Held/Job Title
Describe duties performed, skills used or learned, advancements or promotions and specific machinery operated		
Employer	Supervisor	Salary
		Start:      Last:
Address		Phone
Dates Employed From: To:	Reason for Leaving:	Position Held/Job Title
Describe duties performed, skills used or learned, advancements or promotions and specific machinery operated		

Employer	Supervisor	Salary Start:      Last:
Address		Phone
Dates Employed From: To:	Reason for Leaving:	Position Held/Job Title
Describe duties performed, skills used or learned, advancements or promotions and specific machinery operated		

**REFERENCES**

List all the names of three persons, not related to you, whom you have known for at least (1) one year

Name	Address & Phone No	Business	Years Acquainted

**APPLICANT’S STATEMENT**

I certify that all the information on this application and accompanying documents is true and correct to the best of my knowledge and that I have not misrepresented or withheld any information. I understand that false statements or failures to disclose certain information may be sufficient to disqualify me for employment, or if employed, may result in my immediate dismissal.

I understand that neither this form nor statements by representatives of Tempe Mechanical constitutes an employment contract. I further understand that any offer of employment may be contingent upon a background investigation which may include criminal, educational, motor vehicle, and/or previous employment. By signing this agreement, I authorize Tempe Mechanical to make an investigation and I authorize all references and former employers listed on the application to provide Tempe Mechanical with any and all information regarding my employment and any pertinent information they might have and release all parties from any claims, causes of action or liability from damages that may or could result from providing such information to Tempe Mechanical.

I also understand that a pre-employment drug test is mandatory and that the results are contingent to my offer of employment with Tempe Mechanical.

If I am offered and accept employment with Tempe Mechanical, I understand that my employment is for no specific term and may be terminated by me or Tempe Mechanical with or without notice or cause at any time. I further understand that an oral promise, policy, custom, business practice or other procedure (including any employee handbook or any personnel manuals) does not constitute an employment contract or modification of the at-will employment relationship between Tempe Mechanical and me.

Upon Employment, I also agree to the following:

1. Meeting employability of the Federal Immigration and Naturalization Service and submitting appropriate documentation to satisfy the requirements for completing INS form I-9 and being submitted to the E-Verify system for verification of employment status.
2. Signing a Confidentiality and Anti-Privacy Agreement.
3. Abiding by all rules, regulations and performance standards of Tempe Mechanical.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date