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Accra-Fab, Inc.

Please read the following information before completing this application for employment.

Accra-Fab is a "Precision Sheet Metal" supplier to some of the most successful and demanding electronics manufacturers in the world. We continually search for people who have the right set of skills, abilities and attitudes to meet these needs.

Our Culture: We're a diverse, tenacious team excited about what we do. We value integrity, innovation, dedication and accountability. We work as a team and evolve together through continuous rapid improvement to make our customers and ourselves successful. We celebrate wins, big and small, and the achievements of all members of the Accra-Fab family.

You could become part of our team, if you:

1. **COMMIT TO QUALITY WORK** – By thinking "my customer first", understanding what your customer wants, checking your work carefully and eagerly seeking ways to improve your work, both in quality and quantity.
2. **COMMITMENT TO TEAMWORK** – By being there on time and ready to go, accepting tasks for the good of the team, cooperating with leaders, supporting and helping others in their work and "thinking positive".
3. **COMMITMENT TO RELIABILITY** – Members of our team trust and depend on one another to attend work as scheduled. Avoiding unnecessary unscheduled absences ensures that no one is left to carry too heavy a burden.
4. **SUPPORT OUR DRUG-FREE WORKPLACE POLICY** – The safety of our team is our number one priority, and Accra-Fab expects that employees be free from the influence of drugs or alcohol while at work. Job candidates must pass a drug test before we make a final employment offer and "For Cause" drug/alcohol testing is conducted if an employee is suspected of being under the influence of any substance while at work.

If you accept an offer of employment, you can expect:

1. **THE OPPORTUNITY TO LEARN AND GROW** – Our employees have the opportunity to enhance their own skills and knowledge through training and educational programs. Many of our lead people and supervisors rose "through the ranks" to their present position.
2. **A HIGH DEGREE OF RESPONSIBILITY** – You will be expected to use and care for high cost, state-of-the-art equipment required to produce world-class products. You will make decisions affecting high value products and processes.
3. **OPPORTUNITY TO CONTRIBUTE** – We firmly believe that every employee has a voice and should be heard and valued. We encourage all employees to influence positive change at Accra-Fab, both in their own department and company-wide.

Thank you for your interest in Accra-Fab. Please feel free to ask additional questions before completing your application.

AS9100 Rev D and ISO 9001:2008 Certified

ACCRA-FAB, INC.

APPLICATION FOR EMPLOYMENT

Today's Date		How did you hear about us? (select one) ☐ Indeed ☐ Google ☐ Craigslist ☐ Sign/Banner			
Are you at least 18 years old? ☐ Yes ☐ No		☐ Family/Friend (name): _____ ☐ Employment Agency (name): _____ ☐ Other (explain): _____			
Last Name		First Name		Initial	Email Address
Present Address		City		State	Zip
Home Phone Number	Message Phone	Can you provide proof that you can be lawfully employed in the US? (Driver's Lic.; Soc.Sec. Card; Birth Cert.) ☐ Yes ☐ No			
Do any relatives or person of your same household work here? If yes, please give their names. ☐ Yes (provide name): _____ ☐ No					
Accra-Fab, Inc. may conduct background checks after an interview or conditional offer of employment is made, but a criminal conviction will not necessarily bar you from employment. We will consider the nature of the crime, the nature of the job, the length of time that has passed since the conviction or release from supervision, and any mitigating circumstances such as evidence of rehabilitation.					

Position applied for:		Have you ever worked for Accra-Fab? ☐ Yes - When? _____ ☐ No		Date available to start?
Full Time Only Check all you willing to accept: ☐ Day ☐ Saturday ☐ Part-time only (Accra-Fab does not normally hire for part-time.) ☐ Swing ☐ Sunday			Shift Schedule Day: 4:45 AM – 3:15 PM M-Thur Swing: 3:05 PM – 1:35 AM M-Thur	
Prior commitments or other employment that would require absence(s) of more than a few hours in the next 12 months? If yes, explain: ☐ Yes (explain) _____ ☐ No				

APPLICANT'S STATEMENT

I hereby affirm that the information provided on this application, and attached letters or résumé, is true and complete.

I agree and understand that any false or misleading information or significant omissions may disqualify me from consideration for employment, or result in my immediate dismissal.

I authorize this employer to investigate my background thoroughly and agree to assist in such investigation. I release, hold harmless, and promise not to claim damages from any of my prior employers listed above, for providing information.

I agree to submit to any drug or alcohol test required by the employer for my hiring or continued employment. I understand that refusal to take such tests may be cause for denial of employment or termination.

I understand that employment may be conditioned upon an investigation into criminal convictions on record with local, state, or federal law enforcement agencies.

I understand that, if hired, my employment is not for any specific period or duration, and is terminable at will by the employer or myself at any time with or without cause or notice. I understand this application IS NOT A CONTRACT.

I agree to present personal photo identification and proof of U.S. citizenship, or documentation of my authorization to work and reside in the U.S., upon confirmation of my hiring and that failure to so voids any offer of employment.

I understand that employment may be contingent upon a post-offer physical examination by a physician. Upon an offer of employment, I authorize the examining physician, clinic, or organization to release to this employer, any information requested to assess my ability to perform essential work functions or to assess potential risk of injury to others and myself.

Signature of Applicant

Today's Date

STOP! Please Read Before Continuing

- If you are attaching a resume, the remaining pages of this packet are optional.
- If you will not be attaching a resume, please continue to the next page.

EDUCATION

	School Name---City & State	Dates From/To		Graduated?	Diploma, Degree--Major	GPA
High School				☐ Yes ☐ No		
College				☐ Yes ☐ No		
College				☐ Yes ☐ No		
Trade, Other				☐ Yes ☐ No		

WORK HISTORY

Start with PRESENT/ MOST RECENT employer. Include Military time or Volunteer work if full time or your major activity.

Name of Organization		From (Month/Year)	To (Month/Year)	Type of Business
Telephone or Email		Supervisor's Name & Title	Employment Status ☐ Full Time ☐ Part Time ☐ Contract	
May we contact? ☐ Yes ☐ No	Your job title--duties, skills			Reason for leaving

Name of Organization		From (Month/Year)	To (Month/Year)	Type of Business
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May we contact? ☐ Yes ☐ No	Your job title--duties, skills			Reason for leaving

VOLUNTEER ACTIVITES AND EXPERIENCE

Describe your involvement in volunteer activities that may help assess your abilities.
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OTHER SKILLS AND QUALIFICATIONS

Mention any other skills, qualifications or experience pertinent to the career you seek, e.g. computers, software, machine, tools, etc.

Accra-Fab may request personal references during the interview/background process if necessary or required for the position you are applying for

Pre-Offer Form—Invitation to Self-Identify

Dear Applicant:

Thank you for applying for a position with our company. We ask all applicants to provide the information requested below. The information is confidential; it is kept separate from your other application materials. Providing this information is totally voluntary and refusing to provide it will not result in any adverse treatment. We are asking for this information because our company is a government contractor subject to Executive Order 11246. As part of our Affirmative Action Program, the government requires us to track applicants' race and gender for statistical purposes. We are committed to equal employment opportunity for all employees in all matters of employment (such as hiring, promotion, transfer, training, layoff, compensation, fringe benefits and termination), regardless of race, religion, national origin, age, gender, disability or veteran status or any other status protected by law. Please check the appropriate boxes below and return with your completed application. Thank you!

Please print your name: _____

Job for which you are applying: _____

What is your gender?	☐ Male ☐ Female	
Are you Hispanic?	☐ Yes. Hispanic means a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race. If you check this box, you may skip the next question. ☐ No. Continue to the next question.	
What is your race?	☐ White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa. ☐ Black or African American: A person having origins in any of the black racial groups of Africa. ☐ Native Hawaiian or Other Pacific Islander: A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands. ☐ Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. ☐ American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains cultural identification through tribal affiliation or community recognition. ☐ Two or More Races: All persons who identify with more than one of the above five races.	
Please sign here	Signature: _____	Date: _____