



## Applicant Background Checks and Employee Investigation Policy

Winkler, Inc. recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable and non-violent, and do not present a risk of serious harm to their co-employees or others. For purposes of furthering these concerns and interests, before hiring an individual, Winkler, Inc. reserves the right to investigate the individual's prior employment history, personal references and educational background, as well as other relevant information that is reasonably and legally available to Winkler, Inc., in hiring for certain positions, Winkler, Inc. may review an applicant's credit report. Winkler, Inc. may also, pursuant to I.C. 5-2-5-5, inquire into an applicant's criminal background, if any. Consistent with these practices, all job applicants will be asked to sign one or more of the "Consent To" and "Authorization For Release of Information" forms (hereinafter "Releases") so as to allow Winkler, Inc. to obtain documents concerning the applicant's background. Winkler, Inc. reserves the right to exclude any applicant from consideration for employment, if the applicant refuses to sign the "Releases".

In addition, Winkler, Inc. may occasionally find it necessary to investigate current employees, where behavior or other relevant circumstances raise legitimate questions concerning work performance, reliability, honesty, trustworthiness, or potential threat to the safety of co-employees or others. Employee investigations may, where appropriate, include appropriate inquiries about any employees who are in the process of being apprehended by a law enforcement agency or who have been placed under arrest for the alleged commission of a crime. Employees subject to such investigations are required to reasonably cooperate with Winkler, Inc. efforts to lawfully obtain relevant information, and will be disciplined up to and including discharge for failure to do so.

All employees are strongly encouraged to immediately report any incidents of potentially threatening, harmful, or criminal behavior of co-employees, supervisors, customers, clients, or visitors that may negatively affect the safety, security, productivity or financial interests of Winkler, Inc. or its workplace to John Winkler or Josh Winkler.

By signing this Applicant Background Check and Employee Investigation Policy, the applicant/employee is certifying that he/she has provided complete and truthful information to Winkler, Inc. regarding all sources of information about his/her past employment, education, and applicable license(s) and/or certifications, criminal conviction record, as well as any other information requested in the employment application. The applicant/employee also certifies that falsifying information will be grounds for denying the applicant's application, withdrawing any offer of employment, or immediate discharge.

\*I have read and fully understand this Applicant Background Check and Employee Investigation Policy.

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Applicant/Employee Signature

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Date

Prior to hiring, all applicants will be required to take and pass a pre-employment drug screen test.

Winkler, Inc. is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive equal consideration (as required by applicable federal and state law) without regard to race, age, color, religion, sex, national origin or handicap.

To be fairly considered for employment, please answer each question, leaving nothing blank. If a question does not apply to you, write "N/A" or "None". Applications will be considered active for 180 days.

## Application for Employment

<b>Personal</b>			Date:	
Name: (Last) (First) (Middle)			Social Security Number: - -	
Street Address: City State Zip Code			Home Phone: ( ) -	
Are you 18 years old or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you, after employment, submit verification of your legal right to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No		Cell Phone: ( ) -	
Have you ever pleaded guilty to or been convicted of a crime? If yes, please explain: <input type="checkbox"/> Yes <input type="checkbox"/> No				
(pleading guilty to or conviction will not necessarily disqualify you from employment)				
How were you referred to Winkler, Inc.?			Date available for employment:	
Have you ever been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date:		Have you ever worked at Winkler, Inc. while employed with a temporary service? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Availability: <input type="checkbox"/> Day <input type="checkbox"/> Night <input type="checkbox"/> Any Are you willing to relocate? <input type="checkbox"/> Yes <input type="checkbox"/> No		Work Preference: <input type="checkbox"/> Full Time <input type="checkbox"/> Warehouse <input type="checkbox"/> Office <input type="checkbox"/> Part Time <input type="checkbox"/> Summer Temp <input type="checkbox"/> Coop/Intern		
Position(s) interested in: 1. 2. 3.				
Please explain why you feel you are qualified for position(s) interested in?				

### Education

School Name, Address, City and State	Degree or Area of Study	Numbers of Years Attended	Graduated (Check One)
High School:			<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University:			<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School:			<input type="checkbox"/> Yes <input type="checkbox"/> No
Other School:			<input type="checkbox"/> Yes <input type="checkbox"/> No
Please list any additional training/education you feel may apply:			

**Employment History** - Please give accurate full time and part time record with the most current position first.

Company Name:		Type of Business:	Supervisor's Name:	
Street Address:		City	State	Zip Code
		Phone Number: ( ) -		
Employment From: Month:      Year:		Starting Position:	Salary:	<input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year
Employment To: Month:      Year:		Current Position:	Salary:	<input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year
Describe responsibilities, tasks performed, machinery and/or skills used:				
Reason for leaving/considering leaving:			If you prefer we not contact your present employer, please check this box <input type="checkbox"/>	

Company Name:		Type of Business:	Supervisor's Name:	
Street Address:		City	State	Zip Code
		Phone Number: ( ) -		
Employment From: Month:      Year:		Starting Position:	Salary:	<input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year
Employment To: Month:      Year:		Last Position:	Salary:	<input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year
Describe responsibilities, tasks performed, machinery and/or skills used:				
Reason for leaving:			If you prefer we not contact this employer, please check this box <input type="checkbox"/>	

Company Name:		Type of Business:	Supervisor's Name:	
Street Address:		City	State	Zip Code
		Phone Number: ( ) -		
Employment From: Month:      Year:		Starting Position:	Salary:	<input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year
Employment To: Month:      Year:		Last Position:	Salary:	<input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year
Describe responsibilities, tasks performed, machinery and/or skills used:				
Reason for leaving:			If you prefer we not contact this employer, please check this box <input type="checkbox"/>	

Company Name:		Type of Business:	Supervisor's Name:	
Street Address:		City	State	Zip Code
		Phone Number: ( ) -		
Employment From: Month:      Year:		Starting Position:	Salary:	<input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year
Employment To: Month:      Year:		Last Position:	Salary:	<input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year
Describe responsibilities, tasks performed, machinery and/or skills used:				
Reason for leaving:			If you prefer we not contact this employer, please check this box <input type="checkbox"/>	

Summarize special job related skills and qualifications acquired from employment, education, or other experiences that may qualify you for a position with us.
Have you ever been involved with problem solving techniques? If so, describe.
List any additional information you feel may be helpful to us in considering your application.
List professional, trade, business, or civic activities and offices held. (Please exclude memberships which reveal sex, race, religion, national origin, age, handicap or disability)

**References**

List three individuals who are best acquainted with your work performance and/or academic achievement.

Name: (First)	(Last)	How do you know this person?	Years Acquainted:
Street Address:		City	State Zip Code
Phone Number: ( ) -	Company Name:	Job Title:	

Name: (First)	(Last)	How do you know this person?	Years Acquainted:
Street Address:		City	State Zip Code
Phone Number: ( ) -	Company Name:	Job Title:	

Name: (First)	(Last)	How do you know this person?	Years Acquainted:
Street Address:		City	State Zip Code
Phone Number: ( ) -	Company Name:	Job Title:	

I hereby certify all information provided by me on this employment application and all other information provided by me in the course of applying for employment at Winkler, Inc. is truthful and accurate. I understand that if any information provided by me in this employment application or any other information provided by me in the course of applying for employment at Winkler, Inc. is found false, untruthful or misleading, that such will be cause for immediate rejection of my application for employment. I further understand that if I am hired as an employee of Winkler, Inc. and at any time thereafter it is discovered that any information provided by me in this employment application or any other information provided by me in the course of applying for employment at Winkler, Inc. is found to be false, untruthful or misleading, I will be subject to immediate termination from employment. Notwithstanding the above, I also understand that if I am offered and accept employment at Winkler, Inc. my employment will be employment "at will," and that I have not been offered, promised or confirmed to have any guaranteed terms or conditions of employment. I understand that any such employment may be terminated by me or by Winkler, Inc. at any time with or without notice and with or without cause as well as, without liability for wages or salary except such as may have been earned at the date of such termination. I understand that absent, a written contract signed by the President of Winkler, Inc., I will remain an "at will" employee.

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Applicant's Signature

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Date