

Employment Application



BASO Gas Products LLC An Equal Opportunity Employer

Thank you for your interest in employment with BASO Gas Products LLC.

To remain in compliance with federal regulations and our Affirmative Action Plan, every application received at BASO Gas Products LLC must be documented and all applicants surveyed for their race, sex, disability and veteran status. For these reasons, the following employment application notice has been adopted by BASO Gas Products LLC.

Applications are required for all positions. Although an applicant may submit a resume along with his/her application, incomplete applications will not be considered, and will be placed in a "dead" file.

Applications will be accepted only when there is an open and/or posted position.

Unsolicited resumes will not be retained or considered. All unsolicited resumes will receive an "Unsolicited" Resume Response Letter.

All applicants must specify the job(s) for which they are applying. For example, applicants may not indicate "any job" or "clerical" on the application form. These applications will not be considered and will be placed in an inactive file.

Enclosed with the application is an Affirmative Action Questionnaire. This questionnaire is optional. All information provided on the questionnaire will remain confidential and will not be used in the selection process. Refusal to provide this information will not subject an applicant to any adverse treatment.

All applications are initially screened in the Human Resources Department to determine whether the applicant meets the minimum qualifications as stated on the open position's job description. Meeting the minimum qualifications does not guarantee an interview.

After the initial screening, all applications are placed in the respective open job file for the hiring manager/ supervisor to review.

After the hiring manager/supervisor reviews the applications, those candidates who are to be further considered for the open position will be contacted by telephone for an interview.

BASO Gas Products LLC conducts reference checks on all qualified candidates before extending a job offer. Academic/degree and license verification may also be conducted at this time based on the position requirements.

All employment offers are contingent upon the results of an alcohol and drug test.

Applications will remain in an inactive file for three months after receipt.

Applicants are required to contact the Human Resources Department at (920)206-3216 in order to have an application reactivated for consideration for another position during this three month period.

PERSONAL INFORMATION

Name(Last, First, Middle)				Social Security No.	
Present Address (Street)		(City)	(State)	(Zip)	Telephone No.
Permanent Address (Street)		(City)	(State)	(Zip)	Telephone No.
<input type="checkbox"/> U.S. Citizen	<input type="checkbox"/> Registered Alien	If Registered Alien, Type of VISA and Registration No.			
Have you previously applied or worked here under Johnson Controls or BASO?		<input type="checkbox"/> Yes	If yes, please explain, including approximate detail(s).		
		<input type="checkbox"/> No			
Position(s) applying for in order of preference 1. _____ 2. _____				Date Available:	Salary Expected

EDUCATION (Include U.S. Military)

	Name	From Mo./Yr.	To Mo./Yr.	Did you Grad? Grade Pt. Ave.	Course take or Degree Received
High School	Name			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Location				
College	Name			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Location				
Technical	Name			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Location				
U.S. Military	Name			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Location				
Graduate School	Name			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Location				
Other	Name			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Location				

ACHIEVEMENTS/ORGANIZATIONS/SKILLS

Scholastic honors, scholarships and memberships in clubs, organizations or other groups such as professional societies, school, civic or athletic participation. (Please note past or present and offices held, or any leadership experiences.)
Please list technical and professional certifications and briefly describe any skills, abilities or related experiences (include hobbies, interests, patents, publications. Etc.)

GENERAL INFORAMTION

To what extent are you willing to travel?	How did you learn of this Opening?
Do you have any relatives in our employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give and name and occupation
In case of emergency, notify Name	Address Phone

Work Experience (Include U.S. Military)

Start with the last or present employer. COMPLETE ALL SECTIONS BELOW, however you may omit duties and responsibilities if resume is submitted.

Employer	Position Title(s)	Supervisor(s)	Duties Responsibilities	Dates/Salary
Name				From
Phone No.				To
Address				Start Salary
Type of Business				End Salary
Reason for Leaving				

Employer	Position Title(s)	Supervisor(s)	Duties Responsibilities	Dates/Salary
Name				From
Phone No.				To
Address				Start Salary
Type of Business				End Salary
Reason for Leaving				

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Reason for Leaving				

Employer	Position Title(s)	Supervisor(s)	Duties Responsibilities	Dates/Salary
Name				From
Phone No.				To
Address				Start Salary
Type of Business				End Salary
Reason for Leaving				

Please indicate which employer(s) you do NOT wish contacted.	If ever employed or attend school under a different name, please indicate.
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REFERENCES/NON-RELATIVE

List 3 references, preferably supervisors, each of whom can effectively evaluate your training, experience and capabilities.

Name	Name	Name
Phone No.	Phone No.	Phone No.
Address	Address	Address
City, State, Zip	City, State, Zip	City, State, Zip
Occupation	Occupation	Occupation
Professional Relationship Years Known	Professional Relationship Years Known	Professional Relationship Years Known

I hereby certify that all entries on both sides and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any employment with BASO Gas Products LLC.

I understand that all information on this application is subject to verification and I consent that you may contact references, former employers and educational institutions listed regarding this application. I further authorize BASO to rely upon and use, as it sees fit, any information received from such contacts.

I understand that a drug and alcohol screen performed by a Company designated testing site will be required prior to initial placement. I understand that I may be required, upon request by the Company at any time throughout the term of my employment, to submit to a drug and alcohol test. I hereby agree to sign an authorization for the release of such information as it relates to matters of my employment.

I understand the Applicant Policy of BASO Gas Products LLC, as stated on this application for employment.

I have read, understand and agree to the above.

Date _____ Applicant Signature _____

FOR OFFICE USE ONLY

Date	Interviewed by:	Starting Rate:	Starting Date
Position		Supervisor	