

EXPERIENCE SUMMARY (for clerical and administrative functions only).

- Typing/Data Entry (wpm _____) Multi-Line Telephone Fax Machine Mail Room Filing
- Computer Skills: Access Excel Outlook Powerpoint Word Other _____

GENERAL INFORMATION

1. If employment is offered, can you submit a birth certificate, social security card, certificate of U.S. citizenship or verification of your legal right to work in the U.S.? Yes No
2. If employment is offered, can you produce personal identification such as a U.S. passport, a driver's license or photographic identification card issued by the state? Yes No
3. Are you under 18 years of age? Yes No Under 21? Yes No
4. Have you ever been convicted of a felony? Yes No
(An affirmative response will not automatically disqualify you from being considered as a candidate for employment.) If yes, please explain _____
5. If you are applying for a position involving evening or weekend work, can you fulfill such scheduling requirements? Yes No Not Applicable
6. Are you willing to work overtime as requested? Yes No Not Applicable

REFERENCES

Name	Address	Telephone No.

APPLICANT'S STATEMENT

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at any later date.

I authorize a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons and corporations requesting or supplying such information.

Any time after a conditional offer of employment or during employment, if hired, I authorize any physician or health care provider to release information advising Iten Industries, Inc.: (1) whether I am currently able to perform the specific job for which I am being considered or employed with or without reasonable accommodation and the basis for such conclusions; and (2) whether I can perform the job without posing a direct threat to the health or safety of myself or others.

I hereby agree to submit to any lawful drug, polygraph or integrity testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge.

I understand that my employment is terminable-at-will, that I am not being employed for any specific time, and that this application is not and is not intended to be a contract for continued employment. I further understand that no officer, employee, or agent has the authority to change the at-will nature of the employment relationship except by a fully executed written contract of employment for a specific term.

I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U. S. citizen status or, if aliens, their legal authorization to work in the U. S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

Signature of Applicant

Date