

# **EMPLOYMENT APPLICATION**

# **Equal Employment Opportunity Statement**

Workwell Industries is an equal opportunity employer. The object of Workwell Industries' hiring procedure is to select the most qualified individual for the job. We encourage you to provide us with complete and accurate information that demonstrates your qualifications to perform the duties of the job you are applying for.

# Invitation to Applicants with a Disability to Request Accommodation in the Hiring Process

If you have a disability that prevents you from successfully demonstrating your qualifications in any step of the hiring process, you may request accommodation. If you need an accommodation, please inform personnel by mail at 3401 Jewell Avenue, Louisville, KY 40212, or by phone at 502-772-7383 x 100 as soon as possible so that we may make the necessary arrangements.

### Responding to Inquiries on the Application Form

You must complete all of the inquiries on the application accurately and truthfully. If you leave an inquiry blank, we may reject your application. If you believe a question does not apply, please place "N/A" in the response field. As part of the application consideration process, we will verify information on your application form. If you report false, inaccurate or misleading information, we will reject your application. If we discover such information after the date of hire, we will terminate your employment.

## **Purpose of the Application Form**

The purpose of the application form is to give you the opportunity to provide Workwell Industries with information about your skills, experience, abilities and other personal attributes that meet the qualification requirements for the job position that is available. It is in your best interest to be thorough, accurate and descriptive in providing this information. A number of people will apply for the job opening and Workwell Industries does not guarantee everyone an interview or consideration after completing the application form.

#### **Consideration of the Application Form**

Workwell Industries will consider your application for the job opening that you have applied for only and will consider your application active for 90 calendar days from the date of application. If you would like Workwell Industries to consider you for a longer period of time or for other job positions, then you must complete and file a new application.

#### **Reference and Information Check**

Workwell Industries will investigate the information you provide. If Workwell Industries selects you for an orientation interview, we will require a release form to verify your employment history, education and background as they relate to the job opening.