

LUHR BROS., INC.

APPLICATION FOR EMPLOYMENT

The following information is requested in order to help us make the best possible placement within LUHR BROS., INC. All portions of this application pertaining to you must be completed. We appreciate the time you spend in filling out this application form. LUHR BROS., INC. in accordance with State and Federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, veteran status, physical or mental handicap. We also are required by law, by virtue of our contract(s) with the federal government, to take affirmative action to employ women, minorities, otherwise qualified handicapped individuals, and Vietnam era and disabled veterans.

PLEASE PRINT

BACKGROUND

Name	(Last)	(First)	(Middle)
Street Address			
City		State	Zip
Telephone No.	Cell No.	E-mail Address	

S.S. Number _____ / _____ / _____

Are you legally entitled to work in the United States? Yes No

How were you referred to Luhr Bros., Inc.?

Have you ever applied for a job with Luhr Bros., Inc.? Yes (If yes, where and when?) No

Have you ever worked at Luhr Bros., Inc.? Yes (If yes, when?) No

Position for which you are applying _____

Compensation expected \$ _____ per _____

Other positions for which you would like to be considered

Can you work overtime? Yes No

Can you work shifts? Yes No

If your application is considered favorably, when can you start work? _____

Is there anything that would prevent you from performing in a safe manner the activities involved in the position for which you have applied? Yes (If yes, please explain) No

EDUCATION

	SCHOOL NAME	ADDRESS	Number of Years Attended	Degree	Major
HIGH					
COLLEGE					
GRADUATE					
OTHER					

Courses now studying:

MILITARY SERVICE RECORD

Have you ever served in the U.S. Armed Forces? Yes No

If yes, list duties in Service, including special training that are relevant to the position for which you have applied.

SKILLS

Check the following to indicate experience:

Calculator Computer Switchboard Microsoft Office

Other Equipment (explain): _____

Other Computer Programs: _____

EMPLOYMENT RECORD (Please list three [3] most recent positions)

DATES	NAME AND ADDRESS OF FIRST EMPLOYER	DESCRIPTION OF DUTIES	SALARY	REASON FOR LEAVING
From:	Name:		From:	
To:	Address:		To:	
	Telephone:	Supervisor:		

DATES	NAME AND ADDRESS OF SECOND EMPLOYER	DESCRIPTION OF DUTIES	SALARY	REASON FOR LEAVING
From:	Name:		From:	
To:	Address:		To:	
	Telephone:	Supervisor:		

DATES	NAME AND ADDRESS OF THIRD EMPLOYER	DESCRIPTION OF DUTIES	SALARY	REASON FOR LEAVING
From:	Name:		From:	
To:	Address:		To:	
	Telephone:	Supervisor:		

LIST SPECIAL TRAINING OR NOTEWORTHY ACHIEVEMENTS

LICENSED BOAT APPLICANTS ONLY

List license you hold: _____

- Master Pilot Tankerman

Class of vessel or territory covered: _____

Other licenses: _____

PERSONAL REFERENCES *(excluding relatives)*

Name	Dates Known	Address	Telephone Number
1.			
2.			
3.			

PREEMPLOYMENT STATEMENT *(Please read and sign the statement below.)*

I understand and agree that:

1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from Luhr Bros., Inc. employ.

2. I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for drugs. I also understand and agree that, if employed, I may be required to submit to an alcohol or drug screening at any time at the discretion of Luhr. Bros., Inc. I understand that a physical examination will be required after an offer of employment is made to me.

3. In processing my application for employment, Luhr Bros., Inc. may verify all the information provided by me from any source it deems appropriate.

4. I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record.

5. I understand this application will be retained for six (6) months, and that if not offered employment within this period, it will be necessary for me to complete a new employment application to be considered for employment.

Signature _____ Date _____

APPLICANTS IDENTIFYING THEIR SEX AND RACE

SEX CLASSIFICATION

MALE FEMALE

EEO CLASSIFICATION

WHITE (Not of Hispanic Origin)

BLACK (Not of Hispanic Origin)

HISPANIC

ASIAN OR PACIFIC ISLANDER

AMERICAN INDIAN OR ALASKAN NATIVE

I DO NOT WISH TO IDENTIFY MY SEX OR
EEO CLASSIFICATION

SIGNATURE _____

DATE _____

Application will not be considered complete without this information.

SELF IDENTIFICATION

NAME: (PLEASE PRINT) _____ DATE: _____

POSITION FOR WHICH YOU ARE APPLYING:

We as an employer wish to voluntarily comply with various laws and regulations which require us to file annual statistical reports on applicants for employment. In addition, we wish to voluntarily comply with the various laws and regulations which protect the handicapped, disabled veterans and veterans who served on active duty during the Vietnam-era for more than 180 days. Submission of this information by you is voluntary. Please be assured that you will not be subjected to any adverse treatment if you do not provide the information requested.

APPLICANTS IDENTIFYING THEMSELVES AS HANDICAPPED

1. Are you a handicapped individual or do you have any physical condition or handicap which may limit your ability to perform the position(s) for which you apply?
Yes No
 2. If yes, do you possess or can we provide you with any special methods, skills, or procedures which might qualify you for positions you might not otherwise be able to do because of your handicap?
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You are not required to provide the above information concerning a handicap. If you do, it will be kept confidential, with the following exceptions:

- Supervisors may be informed if accommodation is necessary or if your work duties are restricted.
- Government representatives may be provided information in compliance with various laws and regulations.

APPLICANTS IDENTIFYING THEMSELVES AS DISABLED OR VIETNAM-ERA VETERANS

1. Are you a disabled veteran?
Yes No
2. Are you a Vietnam-era veteran who served on active duty for more than 180 days during the Vietnam-era?
Yes No

Information Regarding Section 503 of the Rehabilitation Act of 1973 and
Vietnam Era Veterans Readjustment Assistance Act of 1974

Luhr Bros, Inc. is a government contractor subject to section 503 of the Rehabilitation Act of 1973 and 38USC2012, which requires government contractors with any contracts or subcontracts in excess of \$10,000 in the United States to take affirmative action to employ and advance in employment qualified special disabled veterans and veterans of the Vietnam Era. If you have such a handicap and would like to be considered under the VEVRAA regulation, please tell us. Submission of this information is voluntary and refusal to provide it will not subject you to discharge or disciplinary treatment. Information obtained concerning individuals shall be kept confidential, except that (1) supervisors and managers may be informed regarding restrictions on the work or duties of handicapped individuals, and regarding necessary accommodations, (2) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (3) government officials investigating compliance with the Act shall be informed.

If you are handicapped, we would like to include you under the affirmative action program. It would assist us if you tell us about (1) any special methods, skills, and procedures which qualify you for positions that you might not otherwise be able to do because of your handicap, so that you will be considered for any positions of that kind, and (2) the accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, or other accommodations.

Information Regarding the Vietnam Veteran Era Veteran, Disabled Veterans,
and Other Eligible Veterans

Readjustment Assistance Act of 1974
and the Veterans Employment Opportunity Act of 1998

Luhr Bros, Inc. is a government contractor SUBJECT6 OF Section 402 to the Vietnam Era Veterans Readjustment Assistance Act of 1974 which requires government contractors to take affirmative action to employ, and advance in employment qualified disabled veterans, veterans of the Vietnam era, and other eligible veterans. If you are a member of one of these groups covered by this program and would like to be considered under the affirmative action program, please tell us. This information is voluntary and refusal to provide it will not subject you to discharge or disciplinary treatment. Information obtained concerning individuals shall be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations, and (ii) first aid personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment. In order to assure proper placement of all employees, we do request that you answer the following question: If you have a disability which might affect your performance or create a hazard to yourself or others in connection with the job for which you are applying, please state the following: (1) The skills and procedures you use or intend to use to perform the job notwithstanding the disability and (2) the accommodations we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job or other accommodations.

Invitation to Self-Identify for Qualified Protected Veterans

1. Luhr Bros, Inc. is a federal contractor subject to the Vietnam Era Veterans' Readjustment Act of 1974, as amended, which requires federal contractors to take affirmative action to employ and advance in employment qualified disabled veterans and qualified protected veterans.
2. **An invitation to veterans of the Vietnam era only:** If you are a veteran of the Vietnam era, we would like to include you under our affirmative action program. If you would like to be included under the affirmative action program, please tell us. The term "veteran of the Vietnam era" refers to a person who served on active duty for a period of more than 180 days, and was discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred in the Republic of Vietnam between February 28, 1961, and May 7, 1975, or between August 5, 1964, and May 7, 1975, in all other cases. The term also refers to a person who was discharged or released from active duty for a service connected disability if any part of such active duty was performed in the Republic of Vietnam between February 28, 1961, and May 7, 1975, or between August 5, 1964, and May 7, 1975, in all other cases.

An invitation to qualified disabled veterans only: If you are a qualified special disabled veteran, we would like to include you in our affirmative action program. If you would like to be included under the affirmative action program, please tell us. This information will assist us in placing you in an appropriate position and in making accommodations for your disability. The term "qualified special disabled veteran" refers to a veteran who is entitled to compensation (or who, but for the receipt of military retired pay, would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability rated at 30 percent or more, or rated at 10 or 20 percent in the case of a veteran who has been determined by the Department of Veterans Affairs to have a serious employment handicap. The term also refers to a person who was discharged or released from active duty because of a service-connected disability.

An invitation to both (1) veterans of the Vietnam era and (2) qualified disabled veterans: If you are a veteran of the Vietnam era or a qualified special disabled veteran, we would like to include you under our affirmative action program. If you would like to be included under the affirmative action program, please tell us. The term "veteran of the Vietnam era" refers to a person who served on active duty for a period of time more than 180 days, and was discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred in the Republic of Vietnam between February 28, 1961, and May 7, 1975, or between August 5, 1964, and May 7, 1975, in all other cases. The term also refers to a person who was discharged or released from active duty for a service connected disability if any part of such active duty was performed in the Republic of Vietnam between February 28, 1961, and May 7, 1975, or between August 5, 1964, and May 7, 1975, in all other cases. The term "qualified special disabled veteran" refers to a veteran who is entitled to compensation (or who, but for the receipt of military retired pay, would be entitled to compensation) under laws administered by the Department of Veterans Affairs, for a disability rated at 30 percent or more, or rated at 10 to 20 percent in the case of a veteran who has been determined by the Department of Veterans Affairs to have a serious employment handicap. The term also refers to a person who was discharged or released from active duty because of a service-connected disability.

3. You may inform us of your desire to benefit under the program at this time and/or at any time in the future.
4. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.
5. The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of qualified disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) government officials engaged in enforcing laws administered by OFCCP, or enforcing the Americans with Disabilities Act, may be informed.
6. If you are a qualified special disabled veteran it would assist us if you tell us about (i) any special methods, skills, and procedures which qualify you for positions that you might not otherwise be able to do because of your disability so that you will be considered for any positions of that kind and (ii) the accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, provision of personal assistance services or other accommodations. This information will assist us in placing you in an appropriate position and in making accommodations for your disability.
7. A written copy of this Affirmative Action Program is available for inspection by any employee or applicant for employment, during normal business hours. Interested persons should contact Lloyd Miller, EEO Officer, at 618-281-4106 ext. 117.

Note: Paragraph 6 (ii) above will be omitted if this invitation to self-identify is being extended prior to an offer of employment. This avoids conflict with EEOC's guidance under the ADA, which in most cases precludes asking a job applicant about potential reasonable accommodations prior to a job offer being made.