

BUFFCO ENGINEERING INC.

200 INDUSTRIAL DRIVE
MULVANE, KS 67110
(316) 777-2100 *PHONE*
(316) 777-2102 *FAX*

AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF BUFFCO ENGINEERING INC. TO PROVIDE EMPLOYMENT OPPORTUNITIES WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, HANDICAP OR VETERAN SKILLS.

PERSONAL DATA

FIRST NAME	M.I.	LAST	SOCIAL SECURITY NUMBER		
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PRESENT ADDRESS	YRS LIVED	CITY	STATE	ZIP	TELEPHONE
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ARE YOU A U.S. CITIZEN, OR ARE YOU OTHERWISE AUTHORIZED TO WORK IN U.S. WITHOUT ANY RESTRICTION? YES

NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES

NO

IF YES, PLEASE DESCRIBE CIRCUMSTANCE _____

POSITION INFORMATION

POSITION APPLYING FOR: _____

ARE YOU WILLING AND ABLE TO WORK ANY SHIFT? _____

DATE AVAILABLE FOR WORK? _____ DESIRED WAGE/SALARY _____

HAVE YOU EVER BEEN EMPLOYED BY BUFFCO ENGINEERING? _____

IF SO, WHEN? ____ / ____ REASON FOR LEAVING: _____

ARE ANY RELATIVES, INCLUDING IN-LAWS, EMPLOYED AT BUFFCO ENGINEERING? _____

IF YES, NAME, RELATIONSHIP AND POSITION: _____

HAVE YOU EVER PREVIOUSLY APPLIED FOR EMPLOYMENT AT BUFFCO ENGINEERING: _____

IF SO, WHEN? ____ / ____

<i>EDUCATION</i>				
<i>SCHOOL NAME</i>	<i>LOCATION</i>	<i>YEARS ATTENDED MTH./YR.</i>	<i>DEGREE RECEIVED</i>	<i>MAJOR</i>

OTHER TRAINING, CERTIFICATION OR LICENSES HELD? _____

OTHER QUALIFICATIONS RELEVANT TO POSITION: _____

EMPLOYMENT HISTORY
(FILL IN ABOVE EACH LINE)

IMPORTANT: STARTING WITH YOUR PRESENT OR MOST RECENT EMPLOYER, LIST IN CONSECUTIVE ORDER *ALL EMPLOYMENT AND PERIODS OF UNEMPLOYMENT* FOR THE PAST TEN YEARS. ADDITIONAL EMPLOYMENT MAY BE LISTED ON A SEPARATE PAGE(S) IF NECESSARY.

PRESENT OR MOST RECENT EMPLOYER

FULL NAME OF COMPANY	TELEPHONE	SALARY- BEGIN/END	EMPLOYED FROM/TO
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STREET ADDRESS	CITY	STATE	ZIP CODE
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NAME/TITLE OF SUPERVISOR	REASON FOR LEAVING
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TITLE OF YOUR POSITION	DEPARTMENT
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DUTIES

PREVIOUS EMPLOYER(S)

FULL NAME OF COMPANY	TELEPHONE	SALARY- BEGIN/END	EMPLOYED FROM/TO
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STREET ADDRESS	CITY	STATE	ZIP CODE
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NAME/TITLE OF SUPERVISOR	REASON FOR LEAVING
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TITLE OF YOUR POSITION	DEPARTMENT
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STREET ADDRESS	CITY	STATE	ZIP CODE
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NAME/TITLE OF SUPERVISOR	REASON FOR LEAVING
--------------------------	--------------------

TITLE OF YOUR POSITION	DEPARTMENT
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DUTIES

SKILLS

KEYBOARD SKILLS (WORDS/MINUTE) _____

COMPUTER SOFTWARE YOU HAVE EXPERIENCE WITH: _____

INDICATE EXPERIENCE IN YEARS AND MONTHS FOR EACH APPLICABLE AREA:

LATHE _____ CNC MILLS _____ SURFACE GRINDERS _____

CALIPERS _____ MICROMETERS _____ RIVET GUN _____

ASSEMBLY WORK _____ ESTIMATING _____ PROCUREMENT _____

CUSTOMER SERVICE _____ CMM _____ INSPECTION _____

LIST ANY OTHER SKILLS YOU THINK MAY BE OF VALUE TO BUFFCO ENGINEERING, SUCH AS PROGRAMMING, ABILITY TO READ ENGINEERING DRAWINGS, ETC.

MISCELLANEOUS INFORMATION

DO YOU HAVE A VALID DRIVER'S LICENSE? ___ NUMBER ___ ST ___ EXP. DATE _____

IMPORTANT: IF APPLYING FOR SHOP MANUFACTURING POSITION PLEASE BE PREPARED TO BE GIVEN A TASK TO PERFORM. KEEP IN CONSIDERATION THE POSITION YOU'RE APPLYING FOR AND PLEASE DRESS APPROPRIATELY. ALL APPLICANTS MAY BE SUBJECT TO DRUG SCREEN AND BACKGROUND CHECK.

MILITARY SERVICE AND STATUS

BRANCH OF SERVICE: _____ MILITARY OCCUPATION _____

LENGTH OF ACTIVE DUTY (MONTH/YEAR)

DATE OF ENTRY: ____/____/____

RANK AT TIME OF SEPARATION: _____

DATE OF SEPARATION: ____/____/____

NOTE: FINAL PROCESSING PRIOR TO EMPLOYMENT WILL REQUIRE A REVIEW OF THE ORIGINAL OR A COPY OF YOUR MILITARY DISCHARGE AND/OR A REVIEW OF YOUR DD FORM 214.

APPLICANTS CERTIFICATION AND AGREEMENT

I HEREBY CERTIFY THAT MY ANSWERS TO THE FOREGOING QUESTIONS ARE TRUE AND COMPLETE AND THAT I HAVE NOT KNOWINGLY WITHHELD ANY FACTS, CIRCUMSTANCES OR OTHER INFORMATION THAT WOULD, IF DISCLOSED, AFFECT MY APPLICATION. I FURTHER UNDERSTAND THAT ANY FALSE OR MISLEADING STATEMENT OR OMISSION OF PERTINENT INFORMATION WILL RESULT IN THE REJECTION OF MY APPLICATION, OR IN DISMISSAL IF DISCOVERED SUBSEQUENT TO MY EMPLOYMENT.

I HEREBY AFFIRM THAT BY EXECUTION OF THE APPLICATION, I ACKNOWLEDGE THAT BUFFCO ENGINEERING HAS DISCLOSED TO ME THAT AN INVESTIGATIVE CONSUMER REPORT, INCLUDING INFORMATION AS TO MY CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTIC, AND MODE OF LIVING MAY BE MADE; AND THAT I, UPON WRITTEN REQUEST TO BUFFCO ENGINEERING MADE WITHIN A REASONABLE TIME AFTER THE DATE OF THIS APPLICATION, MAY OBTAIN A COMPLETE AND ACCURATE DISCLOSURE OF THE NATURE AND SCOPE OF THE INVESTIGATION REQUESTED.

I HEREBY AUTHORIZE BUFFCO ENGINEERING TO REQUEST, AND I ALSO AUTHORIZE AND REQUEST EACH FORMER EMPLOYER, SCHOOL ATTENDED AND EACH PERSON, FIRM, OR CORPORATION GIVEN AS REFERENCES ABOVE, TO FURNISH AT ANY TIME, ANY INFORMATION WHICH MAY BE SOUGHT CONCERNING ME AND MY WORK HABITS, CHARACTER OR SKILL, AND ANY OTHER DATA REQUIRED, WHETHER IN CONNECTION WITH THIS APPLICATION OR FOR PURPOSES OF COMPLYING WITH SURETY COMPANY REQUIREMENTS OR OTHERWISE.

I HEREBY AFFIRM THAT BY SUBMITTING THIS APPLICATION I AGREE TO MEDICAL EVALUATIONS AND/OR EXAMINATION, INCLUDING TESTS FOR THE PRESENCE OF ILLEGAL DRUGS OR ALCOHOL, PRIOR TO AND DURING EMPLOYMENT, WITHIN A TIME PERIOD PRESCRIBED BY BUFFCO ENGINEERING AND AS OFTEN AS DIRECTED DURING EMPLOYMENT.

I HEREBY AUTHORIZE THE MEDICAL EXAMINER TO DISCLOSE TO BUFFCO ENGINEERING ANY AND ALL FINDING AND CONCLUSIONS ARRIVED AT IN ANY EXAMINATION PERFORMED EITHER PRIOR TO EMPLOYMENT OR DURING EMPLOYMENT.

I UNDERSTAND THAT SHOULD I BE GIVEN EMPLOYMENT, SUCH EMPLOYMENT SHALL BE FOR AN INDEFINITE PERIOD OF TIME AND MAY BE TERMINATED AT WILL, AT ANY TIME, FOR ANY REASON, BY ME OR BY BUFFCO ENGINEERING WITHOUT NOTICE OR WITHOUT LIABILITY WHATSOEVER, EXCEPT FOR UNPAID WAGES OR SALARY EARNED BY THE DATE OF TERMINATION. I FURTHER UNDERSTAND THAT ONLY THE PRESIDENT OF BUFFCO ENGINEERING HAS THE AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME OR TO MAKE ANY AGREEMENT CONTRARY TO THIS AT WILL STANDARD AND THAT ANY SUCH AGREEMENT MUST BE IN WRITING.

I UNDERSTAND THAT IF I AM EMPLOYED, THE TERMS AND CONDITIONS OF MY EMPLOYMENT WILL BE GOVERNED BY THIS APPLICATION, BUFFCO ENGINEERING'S COMPANY EMPLOYEE HANDBOOK AND POLICY AND PROCEDURES, AS AMENDED FROM TIME TO TIME BY THE COMPANY.

BUFFCO ENGINEERING OPERATES UNDER THE PRINCIPLES OF AFFORDING EQUAL EMPLOYMENT OPPORTUNITY THROUGH AFFIRMATIVE ACTION FOR QUALIFIED HANDICAPPED INDIVIDUALS, QUALIFIED VETERANS OF VIETNAM ERA AND QUALIFIED DISABLED VETERANS.

ALL APPLICANTS AND EMPLOYEES WHO BELIEVE THEMSELVES TO BE MEMBER OF ONE OR MORE OF THESE GROUPS, AND WHO WISH TO IDENTIFY THEMSELVES AS SUCH FOR THE PURPOSE OF AFFIRMATIVE ACTION CONSIDERATION ARE INVITED TO DO SO.

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) SUPERVISOR AND MANAGERS MAY BE INFORMED REGARDING DISABLED VETERANS AND HANDICAPPED INDIVIDUALS, AS NECESSARY, (2) FIRST AID AND SAFETY PERSONNEL MAY BE INFORMED, WHEN AND TO THE EXTENT APPROPRIATE, IF THE CONDITION MIGHT REQUIRE EMERGENCY TREATMENT, AND (3) GOVERNMENTAL OFFICIALS INVESTIGATING COMPLIANCE WILL BE INFORMED.

SIGNATURE _____ DATE _____

PRINT NAME _____

*****THANK YOU FOR COMPLETING THIS APPLICATION. IT WILL REMAIN UNDER CONSIDERATION FOR SIX MONTHS. IT WILL NOT BE NECESSARY FOR YOU TO REAPPLY DURING THIS SIX MONTH PERIOD. YOUR INTEREST IN BUFFCO ENGINEERING INC. IS APPRECIATED.***

