

PDC LABORATORIES, INC.
2231 W. ALTORFER DR.
PEORIA, IL 61615

APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

PDC LABORATORIES, INC. (the "Company") is an Equal Opportunity Employer and does not discriminate because of age, sex, race, creed, color, religion, ancestry, national origin, marital status, sexual orientation, physical or mental disability, military status, unfavorable discharge from military service, or other protected status.

The Company has a policy against sexual harassment and other forms of prohibited harassment and a policy against violence. Do you agree to abide by such policies if hired? Yes No

Have you ever been terminated from a position with a prior employer for sexual harassment, or for any other form of harassment, or for making threats, for fighting, or for any incident involving violence? If "yes", please explain. Yes No

On this application, or in any related interview, or on any resume, any misrepresentation, falsification, or material omission by you may result in the Company's excluding you from further consideration for employment, or, if you are hired, termination of employment. Do you understand that the Company relies upon the accuracy of information contained in this employment application, or on any related interview or on any resume? Yes No

Position Applied For _____
Date

Name: _____
(Last) (First) (M.I.)

Address: _____
(Number & Street) (County) (City) (State) (Zip Code)

Home Phone Number: _____ Alternate Phone Number: _____

E-Mail Address: _____ Have you reached your 18th birthday? Yes No

Have you previously been employed with the Company? Yes No

If previously employed with the Company, give reason for leaving. _____

If previously employed with us, please provide dates of employment: From _____ To _____

How did you learn about company and position? For example, current employee referral, job advertisement agency, job fair, college recruitment, etc. _____

Are you employed now? Yes No

Are you a U.S. citizen or legally authorized to work in the USA? Yes No
(Proof of citizenship or immigration will be required.)

Have you ever pled guilty to or been convicted of any criminal offense (other than sealed or expunged records of convictions or minor traffic violations)? Yes No If "yes" please explain. NOTE: a criminal conviction is not an automatic bar to employment.

On what date would you become available for work? _____

Education:

Schools Attended		Degrees & Credits	GPA
High School	Name:	Circle highest grade completed.	
	City & State:	6	7 8 9 10 11 12 GED
Vocational or Trade School	Name:	Major course of study.	
	City & State:		
College or University	Name:	Major:	Degree
	City & State:	Minor:	Years Completed
Graduate School	Name:	Field:	Degree
	City & State:		Years Completed

Describe specialized training – internships, seminars, apprenticeship, military service, skills, and any other activities that have helped prepare you to perform the type of work for which you are applying.

Employment History - Starting with your most recent employer, please completely fill in the following information about the last three (3) companies for which you have worked.

Company	Job Title & Major Duties	Dates Of Employment & Earnings
Name:	Job Title:	From:
City & State:	Major Duties:	To:
Supervisor:		Starting Salary or Wage:
Telephone Number:		
Reason for Leaving:		Final Salary or Wage:
Company	Job Title & Major Duties	Dates Of Employment & Earnings
Name:	Job Title:	From:
City & State:	Major Duties:	To:
Supervisor:		Starting Salary or Wage:
Telephone Number:		
Reason for Leaving:		Final Salary or Wage:
Company	Job Title & Major Duties	Dates Of Employment & Earnings
Name:	Job Title:	From:
City & State:	Major Duties:	To:
Supervisor:		Starting Salary or Wage:
Telephone Number:		
Reason for Leaving:		Final Salary or Wage:

PERSONAL REFERENCES

<u>NAME</u>	<u>OCCUPATION</u>	<u>TELEPHONE NUMBER</u>
1.		
2.		
3.		

APPLICANT'S ACKNOWLEDGMENT, CERTIFICATION, PERMISSION AND RELEASE

I UNDERSTAND AND ACKNOWLEDGE THAT IF I AM HIRED (1) MY EMPLOYMENT WILL BE AT-WILL, MEANING THAT EITHER THE COMPANY OR I MAY END MY EMPLOYMENT WITH OR WITHOUT NOTICE AND WITH OR WITHOUT CAUSE; (2) NO ONE EXCEPT AN OFFICER OF THE COMPANY CAN CHANGE THE AT-WILL RELATIONSHIP OR MAKE ANY BINDING PROMISES REGARDING TERMS OF EMPLOYMENT; AND (3) ANY SUCH CHANGES OR PROMISES MUST BE IN WRITING AND SIGNED BY AN OFFICER OF THE COMPANY TO BE EFFECTIVE.

I CERTIFY THAT THE INFORMATION SUPPLIED BY ME ON THIS APPLICATION FOR EMPLOYMENT IS TRUE AND CORRECT.

I HEREBY GIVE PERMISSION TO **PDC LABORATORIES, INC.** TO CONTACT THE EMPLOYERS AND PERSONAL REFERENCES LISTED IN MY EMPLOYMENT APPLICATION. I COMPLETELY RELEASE AND HOLD HARMLESS **PDC LABORATORIES, INC.** AND THE PROVIDERS OF THE INFORMATION FROM ANY AND ALL LIABILITY ARISING OUT OF THE INQUIRIES MADE OR INFORMATION PROVIDED RELATIVE TO MY APPLICATION FOR EMPLOYMENT EVEN IF SUCH IS NEGATIVE AND/OR ADVERSELY AFFECTS MY APPLICATION FOR EMPLOYMENT.

I HAVE CAREFULLY READ AND UNDERSTAND THE ABOVE.

APPLICANT'S SIGNATURE

DATE

APPLICANT'S NAME PRINTED

**AUTHORIZATION FOR REFERENCE CHECKS
AND WAIVER AND RELEASE OF CLAIMS**

I have applied to **PDC LABORATORIES, INC.** for employment consideration. In order that **PDC LABORATORIES, INC.** can better evaluate my qualifications, I wish that it be fully advised of my performance and record with prior employers listed in my application.

I give **PDC LABORATORIES, INC.** the right to investigate all references and to secure information about me from prior employers listed in my application in order to arrive at a hiring decision. I also authorize all such prior employers to furnish any and all information sought, and I waive any legal requirement to provide notice to me regarding reports, records or information given or received in accordance with this authorization.

I hereby release and hold harmless **PDC LABORATORIES, INC.** its agents, employees and assigns from any claim of liability I may have against it and/or them for decisions, even if adverse, arising out of information received.

I further hereby authorize any prior employer to which this document is presented to release any information sought by **PDC LABORATORIES, INC.** its agents, employees, or assigns. I further agree to hold harmless any such prior employer from any claims of liability I may have for the release of such information, and waive and release any such claims.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND EACH OF THE ABOVE STATEMENTS.

APPLICANT'S SIGNATURE

DATE

APPLICANT'S NAME PRINTED