

<p><b>Tennant Packaging Corporation</b></p>
---

**EMPLOYMENT APPLICATION**  
**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

Tennant Packaging Corporation is an equal Employment Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, pregnancy status, sexual orientation, gender identity, national origin, age, genetic information, veteran status, disability or handicap, or any other legally protected status. All qualified applicants will be given equal opportunity and selection decisions are based solely on job-related factors.

Tennant Packaging Corporation provides reasonable accommodations to disabled individuals to assist in the hiring process and to qualified individuals with disabilities in the performance of essential job functions, as required by federal, state, and local law. Any individual requiring accommodation/modification to complete this job application, or to participate in the application process, should contact a company representative.

Use the additional space on the back of this form, if needed to provide additional information as requested.

**PERSONAL INFORMATION**

Name (Full – Last, First, MI)		What date are you available to start work?	
Street Address:		City	State      Zip
Home Phone	Business Phone	Have you ever filed an application with us before? Yes      No If YES, give date _____	
Have you previously been employed by our company?    Yes      No      When?		Do you have any friends or relatives working here? Yes      No If so, please list _____	
Are you legally authorized to work in the United States? Yes      No (You are required to provide proof of eligibility to work in the U.S. no later than the 3 <sup>rd</sup> day of employment.)		Are you at least 18 years of age?    Yes      No If not, can you furnish a work permit?    Yes      No Not Applicable	
Position applied for:	Desired Wages/Salary:	Are you willing to work: ___ Full Time    ___ Part Time    ___ Temporary ___ 2nd Shift    ___ Weekends    ___ Overtime	

**EDUCATION**

Elementary School	Select grade completed		
City/State			
High School	Select grade completed		Did you graduate?
City/State			
College	Degree Received Or Expected	Average Grade	Course Major/Field
City/State			
College	Degree Received Or Expected	Grade	Course Major/Field
City/State			

Other job-related, educational institutions, licenses, certifications, any specialized training, apprenticeship, skills or any additional information you feel may be helpful to us in considering your application.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY**

**(List below last employers, starting with the most recent one first)**

Present or Last Position	Name of Company	From Mo/Yr	To Mo/Yr
Street Address:		City	State Zip
Duties:		Reason for Leaving:	
Starting Annual Salary	Final Annual Salary	Bonus	Commission
Name of Supervisor	Title and Department of Supervisor	Phone Number of Supervisor	If currently employed, may we contact your supervisor?

Next Previous Position	Name of Company	From Mo/Yr	To Mo/Yr
Street Address:		City	State Zip
Duties:		Reason for Leaving:	
Starting Annual Salary	Final Annual Salary	Bonus	Commission
Name of Supervisor	Title and Department of Supervisor	Phone Number of Supervisor	

Next Previous Position	Name of Company	From Mo/Yr	To Mo/Yr
Street Address:		City	State Zip
Duties:		Reason for Leaving:	
Starting Annual Salary	Final Annual Salary	Bonus	Commission
Name of Supervisor	Title and Department of Supervisor	Phone Number of Supervisor	

Next Previous Position	Name of Company	From Mo/Yr	To Mo/Yr
Street Address:		City	State Zip
Duties:		Reason for Leaving:	
Starting Annual Salary	Final Annual Salary	Bonus	Commission
Name of Supervisor	Title and Department of Supervisor	Phone Number of Supervisor	

**If currently employed, may we contact your present employer? \_\_\_ Yes \_\_\_ No**

## REFERENCES

---

**List at least three responsible adults (excluding relatives) who have knowledge of your work ethic, experience, and ability.**

Name	Address	Telephone No.	Occupation
------	---------	---------------	------------

---

---

---

### **Criminal History**

Excluding any conviction that has been sealed or expunged, and any minor traffic offenses, in any criminal (misdemeanor or felony) investigation or proceeding, have you ever plead guilty to a crime, or been convicted of a crime, or received a verdict of anything other than "not guilty?"

Yes      No

If yes, please indicate date and explain the nature of crime. Please also provide any extenuating circumstances or other information, such as rehabilitation since conviction, that would enable the employer to determine your fitness for the job. A conviction is not necessarily a bar to employment.

Are you currently on lay-off and subject to recall?    Yes    No

Have you ever been bonded?    Yes    No    If yes, has bond ever been refused or cancelled?    Yes    No

Have you ever been discharged or asked to resign from any position?    Yes    No

Are you bound by any non-compete agreements with your current or former employer(s)?    Yes    No  
If yes, attach a copy of agreement.

Do you have any commitments or other agreements with another employer that might affect your employment with (Company)?    Yes    No

If yes, please explain:

\_\_\_\_\_

Some positions require that you be able to drive as an essential function of the job. If you are applying for a position in which driving is an essential job function, please answer the following questions. If you aren't sure whether driving is an essential function of the job ask to see the job description for the position you are seeking.

Do you have a valid driver's license or the ability to arrange other transportation i.e. bus, cab, Uber, etc.?

Yes    No

Driver's license # \_\_\_\_\_ State \_\_\_\_\_ Class \_\_\_\_\_

Please describe any experience or special training received in the military or in government service related to the position for which you are applying:

If applying for a clerical position, what business equipment can you operate? (For example, computers, copiers, etc.)

If applying for a clerical/administrative/professional position that requires speed and accuracy on the keyboard, indicate your speed:

Words/Minute:

List the specific skills, qualifications you possess related to the position for which you are applying:

In what computer software programs are you proficient? [Name the package(s).]

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING**

**JOB APPLICANT'S AGREEMENT AND CERTIFICATION**

- I understand that in accepting this application, Tennant Packaging Corporation is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered.
- I certify that the facts contained in this application and any resume that I may submit in connection with seeking a job with Tennant Packaging Corporation are true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information or significant omissions on either this application, resume, or during the pre-employment process will result in my application being rejected, or, may be cause for subsequent dismissal if I am hired.
- I also understand that if I am subsequently offered employment, the offer is conditioned upon my successful completion of all post-conditional offer requirements such as background check, drug test, employment reference screening, job skills and aptitude testing, and educational reference screening. I understand that my refusal to provide written consent to any of the post-conditional offer requirements will result in the revocation of the offer. Similarly, I understand that if I fail to successfully complete any post-conditional offer requirements, the offer of employment will be revoked.
- I further understand that any subsequent offer of employment is conditioned upon my ability to timely provide appropriate documents regarding my identity and legal right to work in the United States.
- If I become employed by the Tennant Packaging Corporation, I understand my employment is at-will and can be terminated, with or without cause and with or without notice, at any time at the option of myself or Tennant Packaging Corporation, I understand that, other than the President/CEO or Vice President of Operations of Tennant Packaging Corporation, no one has the authority to enter into any individual agreement for employment for any specific period of time or to change my at-will status. Only the President/CEO of Tennant Packaging Corporation or Vice President of Operations has the authority to make any individual employment agreement and only in writing.
- I have read and understand the contents of this employment application and am fully able and competent to complete it.

**AGREEMENT TO BRING CLAIMS IN SHORTENED TIME PERIOD**

**\*IMPORTANT PLEASE READ CAREFULLY BEFORE SIGNING\***

I agree that in exchange for Tennant Packaging Corporation ("the Company") considering my application for employment, and in exchange for any future offer of employment that the Company may extend to me, to the maximum extent permitted by applicable law, I shall file any lawsuit (and all claims that could be included in that lawsuit) against the Company or any of its managers, agents or other employees, relating to my application for employment, employment, or separation of employment, within six (6) months after the date of the action or event that is the subject of my lawsuit. I hereby waive any statute of limitations to the contrary.

The law requires that some claims be filed as an administrative charge or complaint with a state or federal agency (i.e., EEOC, DOL, OSHA, etc.), within a certain time frame before an individual can file a claim in court. I understand that if I decide to file a lawsuit and it includes one of these types of claims, then the procedural deadlines established by the statutes creating such claims,

including deadlines for filing a charge or complaint with the administrative agency, apply, not the shortened six (6) month deadline provided for in this Agreement. I also understand that this provision does not prevent me from filing a charge with or participating in any investigation conducted by any federal, state, or local government agency and that this agreement to file a lawsuit within six (6) months does not apply to such agencies who may choose to act on my behalf.

I understand that this agreement to file a lawsuit within six (6) months does not change or reduce any remedies available to me under the law but that it does require me to file my lawsuit and all claims sooner than I might otherwise be required. For instance if a particular law allows me to potentially recover wages for a certain number of years, or allows me to recover attorney's fees if I file and win my lawsuit, I can still recover wages for the same number of years and my attorney's fees if I am successful, even though I have to file my lawsuit within 6 months.

I agree that if any portion of this shortened period to bring claims is found by a court to be unenforceable, the remaining portions of this shortened period to bring claims will remain valid and be enforced to the maximum extent possible. I understand that if I do not agree to this shortened time period to bring claims, which is a necessary prerequisite for my application for employment, employment or continued employment with the company, I should not sign this Agreement and I should not continue to seek employment with the Company.

By signing below, I acknowledge that I have read this Agreement, that I have been given a reasonable period of time to ask questions and seek advice regarding whether to sign this Agreement, and that I understand this Agreement.

Date

Signature