

METRIC SEALS, INC.

EMPLOYMENT APPLICATION

Thank you for your interest in joining our team. Please complete all applicable sections clearly and accurately.

1. APPLICANT INFORMATION

Full legal name	Preferred name
Street address	Apartment / Unit
City / State / ZIP code	County
Primary phone	Email address

Position(s) applied for:

☐ Full-time ☐ Part-time ☐ Temporary / Seasonal ☐ Any available schedule

Date available to begin: _____

Desired pay (optional): _____

- Are you at least 18 years old? ☐ Yes ☐ No
- If no, can you provide required work authorization? ☐ Yes ☐ No
- Do you have a valid driver's license? ☐ Yes ☐ No
- Are you legally authorized to work in the United States? ☐ Yes ☐ No
- Will you now or in the future require Metric Seals, Inc. to sponsor you for employment authorization or a work visa? ☐ Yes ☐ No
- Have you previously applied to or worked for Metric Seals, Inc.? ☐ Yes ☐ No

If yes, please provide dates and position:

2a. EDUCATION AND TRAINING

Type	School / Institution	City / State	Completed?	Degree / Field
High school / GED			☐ Yes ☐ No	
College / University			☐ Yes ☐ No	
Trade / Technical			☐ Yes ☐ No	
Other training			☐ Yes ☐ No	

2b. SKILLS, QUALIFICATIONS AND POSITION-RELATED INFORMATION

Relevant machinery, warehouse equipment, tools, computer systems, office software, or languages

Professional licenses or certifications, including expiration dates

Other job-related skills, achievements, or experience

3. POSITION DUTIES AND WORK EXPECTATIONS

The following examples describe common responsibilities and working conditions. Actual duties may vary by position, business needs, training, and experience. Employees may also be asked to perform other reasonable job-related tasks.

Office Positions

Office team members support customers, sales, order processing, and daily business operations. Common responsibilities may include:

- Answering incoming telephone calls professionally and directing calls or taking accurate messages.
- Speaking with customers to understand their needs and helping identify the appropriate products or solutions.
- Assisting customers and visitors at the service counter in a courteous and professional manner.
- Entering, reviewing, and maintaining information in spreadsheets and other business documents with accuracy.
- Using, or being willing and able to learn, the company's enterprise resource planning (ERP) system and related software.
- Supporting order entry, recordkeeping, communication, and other office or customer-service tasks as assigned.

Warehouse Positions

Warehouse team members support the safe, accurate, and timely movement of customer orders and inventory. Common responsibilities and working conditions may include:

- Occasionally lifting, carrying, and moving heavy boxes, parts, and other materials using safe work practices and available equipment.
- Safely climbing and working from ladders or step ladders to access inventory.
- Standing and walking for extended periods, potentially totaling approximately 6 to 8 miles during a workday.
- Accurately picking, packing, labeling, staging, and shipping parts and customer orders.
- Using, or being willing and able to learn, the company's ERP system, scanning tools, and other warehouse technology.
- Communicating and working professionally with parcel, freight, and other carrier drivers.
- Maintaining an organized and safe work area and assisting with receiving, stocking, inventory, and other warehouse tasks as assigned.

Applicant acknowledgment

- I have reviewed the general duties and work expectations for the position(s) for which I am applying. ☐ Yes
- I can perform the essential duties of the position, with or without reasonable accommodation. ☐ Yes ☐ No

Applicants should not disclose a diagnosis or detailed medical information on this form. Applicants may request reasonable accommodation during the application process or when discussing the essential duties of a specific position.

4. EMPLOYMENT HISTORY

List your most recent employer first. Include military, volunteer, or other relevant experience if you wish. You may attach a resume, but please complete this section.

Employer 1

Employer name	Phone
Address / City / State	Supervisor
Job title	Dates employed (from / to)
Starting pay (optional)	Ending pay (optional)
Primary duties and responsibilities	Reason for leaving

• May we contact this employer? ☐ Yes ☐ No If no, please explain: _____

Employer 2

Employer name	Phone
Address / City / State	Supervisor
Job title	Dates employed (from / to)
Starting pay (optional)	Ending pay (optional)
Primary duties and responsibilities	Reason for leaving

• May we contact this employer? ☐ Yes ☐ No If no, please explain: _____

Employer 3

Employer name	Phone
Address / City / State	Supervisor
Job title	Dates employed (from / to)
Starting pay (optional)	Ending pay (optional)
Primary duties and responsibilities	Reason for leaving

• May we contact this employer? ☐ Yes ☐ No If no, please explain: _____

5a. PROFESSIONAL REFERENCES

Provide three professional references who are not relatives and who are familiar with your work, education, or qualifications.

Reference 1

Name	Relationship / Title
Company / Organization	Years known
Phone	Email

Reference 2

Name	Relationship / Title
Company / Organization	Years known
Phone	Email

Reference 3

Name	Relationship / Title
Company / Organization	Years known
Phone	Email

5b. ADDITIONAL INFORMATION

Why are you interested in working for Metric Seals, Inc.?

Is there anything else you would like us to consider regarding your qualifications?

6. APPLICANT CERTIFICATION AND AUTHORIZATION

Accuracy of information: I certify that the information provided in this application and any accompanying materials is true, complete, and accurate to the best of my knowledge. I understand that material misrepresentations or omissions may disqualify me from consideration or, if hired, may result in corrective action up to and including termination, subject to applicable law.

Verification: I authorize Metric Seals, Inc. to verify the job-related information contained in this application and to contact the employers, schools, and professional references I have identified, except where I have specifically requested otherwise. Any additional background check requiring separate disclosure or authorization will be handled separately as required by law.

Employment relationship: I understand that submitting this application does not guarantee employment. If employed, I understand that employment is not guaranteed for any specific duration and that company policies, compensation, duties, and benefits may change, subject to applicable law and any written agreement signed by an authorized company representative.

Equal opportunity: Metric Seals, Inc. considers qualified applicants without unlawful discrimination. Applicants who need a reasonable accommodation during the application or interview process may contact the company.

By signing below, I acknowledge that I have read and agree to the statements above.

Applicant signature 	Date
Printed name 	Position(s) applied for

FOR COMPANY USE ONLY

Interview date(s) 	Interviewer(s)
Position considered 	Department
Decision / Status 	Proposed start date
Notes 	Hiring authorization

APPLICATION RECORD

Retain and handle this application according to company recordkeeping and confidentiality procedures.