



<b>Vocational</b>				
<b>Post Graduate</b>				

If you did not receive a high school diploma, did you receive any of the following: (please check appropriate box)

- GED Certificate Date certificate received \_\_\_\_\_ At what testing center? \_\_\_\_\_  
 Certificate of Attendance

**EMPLOYMENT HISTORY:** (Start with your present or last job. Additional information may be provided in an attached resume.)

<b>Employer</b>	Dates Employed		Work Performed
	From	To	
Address			
Telephone #			
Job Title	Supervisor		
Reason for leaving			
May we contact this employer?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Employer</b>	Dates Employed		Work Performed
	From	To	
Address			
Telephone #			
Job Title	Supervisor		
Reason for leaving			
May we contact this employer?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Employer</b>	Dates Employed		Work Performed
	From	To	
Address			
Telephone #			
Job Title	Supervisor		

Reason for leaving	
May we contact this employer?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

- a) Are you willing to work?
- |  |  |  |  |  |
|--|--|--|--|--|
| Weekends/Holidays  | Shift Work   | Evening Work   | Days   | Overtime   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
- b) Do you have a valid driver's license?  Yes  No
- c) Are you willing to travel and participate in training?  Yes  No
- d) If applicable for position, are you able to lift:  25 lbs.  50 lbs.  75 lbs.  100 lbs.  150 lbs.
- e) Are you able to stand for long periods of time?  Yes  No
- f) Are you legally eligible to work in the United States?  Yes  No (Proof of eligibility will be required upon employment.)
- g) Are you over the age of 18 years?  Yes  No (If no, you may be required to provide authorization)

**Skip this question if the position is for any of the following states/areas: California, Colorado, Connecticut, District of Columbia, Hawaii, Illinois, Massachusetts, Minnesota, New Jersey, New Mexico, Oregon, Rhode Island, Vermont, or Washington.** Have you ever been convicted of a felony or misdemeanor?  Yes  No (A conviction will not necessarily disqualify an applicant from employment.) If yes, please explain.

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List any skills, knowledge, experience, or other relevant qualifications, including military experience and training (i.e. computer skills, certificates, financial, security, food and beverage, light/heavy equip., welding, etc.):

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- At present, are you legally authorized to work in the United States without sponsorship?  Yes  No
- Are you, or is a member of your family (blood or marriage), an employee of a competitor, customer, supplier, consultant, or agent of an Ecke entity?  Yes  No
- Do you have a family member (blood or marriage) who works for an Ecke entity?  Yes  No  
If so, provide your relationship, their title and their place of employment: \_\_\_\_\_.
- Do you or a family member (blood or marriage) who receives any commissions, royalties, rents, consulting fees, or other payments from a competitor, customer, supplier, consultant, or agent of an Ecke entity?  Yes  No
- Do you or does a member of your family (blood or marriage) hold a financial interest in a Ecke entity's independent auditor, REDW?  Yes  No
- Do you or a family member (blood or marriage) serve as a paid or unpaid director, officer, advisor, or consultant to a competitor, customer, supplier, consultant, or agent of an Ecke entity?  Yes  No
- Do you have a potential conflict of interest that warrants disclosure (that is not otherwise covered above)? If yes, please explain  Yes  No \_\_\_\_\_
- Are you willing to relocate?  Yes  No
- Are you willing to travel?  Yes  No
- Have you ever served as a member of the U.S. Armed Forces (including the National Guard/Reserves)?  Yes  
 No (If so please indicate which branch)  
 I have not served in the Armed Forces  
 US Navy  
 US Army  
 USMC

US Coast Guard

Air Force

If you served in the U.S. military, what was your MOS or military specialty? (Please enter this as the code, not the description): \_\_\_\_\_

11. Do you have a current Security Clearance? If so what type?  Yes  No \_\_\_\_\_

I have never been cleared

I do not have a current clearance, but have held one in the past.

Confidential, Public Trust, or Moderate Risk Public Trust (MRPT)

NACI

NATO Clearance or Access

Secret

Top Secret

Top Secret/SCI

Top Secret/SCI w/Counterintelligence Polygraph

Top Secret/SCI w/Full-Scope Polygraph

### Conflict of Interest

Ecke is a government contractor and does business all over the world. Governments impose certain regulatory requirements that affect Ecke, its employees and candidates for employment. Ecke reviews all potential hires as part of its anti-corruption program. In order to ensure compliance with these regulatory requirements, Ecke requires all applicants to complete this form.

Before you begin, please take the time to read these IMPORTANT instructions on how to answer the following two questions.

If you are a government employee, you know the importance of complying with conflict of interest laws restricting the discussion of possible employment with government contractors. Failure to comply with such laws can result in severe penalties for you and Ecke. Therefore, we require all government employees to complete questions that relate to your employment. Ecke requires you to provide a copy of any applicable disqualification, recusal, ethics opinion, or other writing that evidences your compliance with these laws.

Below, in Question 1, you will respond to the following question "Are you currently employed by or serving in any agency, department, office of a government or branch of military?"

You should answer "Yes" if you meet any of the following conditions:

- a. Currently employed by a government entity, worldwide (country, state, province, municipality, local, etc.) at the pay grade of or equivalent to the United States (U.S.) Office of Personnel Management (OPM) General Schedule level GS-13 or above;
- b. Currently serving in or employed by a military service, worldwide (including active duty, reserves, National Guard, militia, etc.) at or the equivalent to the U.S. military rank of O-5 or above?
- c. Currently employed by a state-owned, controlled or operated entity (airline, utility, financial institution, etc.)?

In Question 2, you will respond to the following question, "Does your current employment involve Ecke matters or any matters of its subsidiary or affiliated companies?" This question establishes whether your current employment involves Ecke, or an Ecke affiliate.

You should answer "Yes" if you meet any of the following conditions:

- a. Acceptance, inspections, safety rulings, or approval of Ecke and/or its affiliated company's products or services;
- b. Financial responsibilities including work on Ecke (or an Ecke affiliate's) contracts, procurements, program management, funding decisions, trade issues, claims, and import or export licenses;
- c. Ecke audits, investigations, and litigation; or

- d. Serving as an employee of the U.S. Defense Contract Audit Agency (DCAA), or U.S. Defense Contract Management Agency (DCMA).

NOTE: You may answer "NO" if you are currently:

- a. An employee of a Ecke entity;
- b. Employed as a contractor for Ecke or contract hire through an agency or consulting firm;
- c. Performing routing machine maintenance, repairs and service on Ecke products or work.

**These questions must be answered completely and submitted to certify the accuracy of your answers.**

1) Are you currently employed by or serving in any agency, department, office of a government, or military branch, as defined in the directions above?  Yes  No

Please provide the following information regarding your current position: (A) Name of employer; (B) Current military rank (e.g., O-5, Lt. Colonel or Commander) or civilian pay grade (GS-13, SES, WS-16, Senior Staff, etc.); and (C) Title or position.

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2) Does your current employment involve Ecke or an Ecke affiliate, as defined in the directions above?  
select one  Yes  No

Please explain.

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### **Applicant Privacy Policy**

**Ecke's Commitment to Privacy.** Ecke and its affiliates respects the privacy of applicants and employees, and is committed to complying with applicable privacy and personal data protection laws in every country in which we operate. This Applicant Privacy Policy is intended to inform you about how the personal information you submit as a job applicant, will be handled and protected by Ecke.

**Why We Collect and Use Your Personal Information.** Ecke collects and uses your personal information for the purpose of determining your qualifications for employment and reaching a hiring decision, as well as to comply with applicable laws and regulations, such as laws related to the evaluation of those seeking employment, or to defend ourselves in claims under such laws. Relevant portions of your personal information, if you are hired, also will be used to establish a basic employment record. We do not collect or use the personal information you submit as a job applicant for unrelated purposes.

**How We Collect Personal Information about You.** Most of the personal information Ecke collects about you is collected directly from your application and resume or curriculum vitae, which is stored on servers located in the United States. We may also collect this type of information from you through other channels and the data may be stored on servers in other jurisdictions. We may also collect information about you from third parties, in order to: (a) verify information about your credentials, such as education and prior employment, (b) follow-up on references that you may provide, and (c) conduct background investigations. It is Ecke's policy to collect such information from third parties only with your knowledge and agreement. Should Ecke wish to obtain such third party information about you, and you have not completed an employment application authorizing us to do so, we will contact you and request your authorization to proceed.

**Disclosures of Your Personal Information.** Access to your information will be restricted to those Ecke staff and designated agents who have a need to know the specific information in question in order to carry out their responsibilities with regard to recruitment or employment law. Your information may also be disclosed to governmental entities in compliance with applicable law in the United States and other countries, such as to those agencies authorized to review and enforce equal opportunity laws. We do not disclose applicant information to job banks, or to other companies or external parties.

**Your Access to Your Personal Information.** If you provide your information through one of our recruitment channels, you will be informed how to access and update that information in that channel. Once your resume is submitted for a specific opening, you will not be able to update the information contained in that copy of your resume. A new resume may be submitted when applying for other positions.

**Retention and Deletion of Your Personal Information.** Ecke retains your personal information only as long as is necessary for evaluation for employment, as well as to comply with applicable laws relating to the evaluation of those seeking employment. After this time, normally within four years, your information is deleted, unless you consent to Ecke retaining your information for a longer period of time.

**Safeguards.** Ecke uses appropriate administrative, technical, personnel, and physical measures to safeguard your personal information against loss, theft, and unauthorized use or modification. In addition, we exercise special precautions in dealing with applicant personal data defined as sensitive by law. For example, when satisfactory completion of a medical examination is a condition for being hired, no medical information, apart from overall suitability or unsuitability for employment, is provided to hiring managers or stored in a new employee's personnel file.

**Applicants from California.** The California Consumer Privacy Act ("CCPA") provides California job applicants with specific privacy rights. Applicants are entitled to receive notice about the categories of personal information Ecke collects about them and how that information is used, as described throughout this notice. Please contact the Ecke Human Resources Office with inquiries, questions, or requests regarding Ecke's processing of your personal information.

**Communications from Ecke.** Ecke may contact you, using the contact information you have provided, for purposes of responding to your application for a particular job or jobs. In addition, you may be notified about new jobs matching your preferences and other events and announcements if you consent to these types of processing.

**Contact Us.** If you have questions about Ecke's processing of your personal information, or wish to file a complaint about it, please contact the President/CEO using any of the following methods:  
phone: 251-368-0818 or email: [wwoodruff@pci-mfg-llc.com](mailto:wwoodruff@pci-mfg-llc.com)

**Changes to This Policy.** From time to time Ecke may need to revise this Applicant Privacy Policy. Should we do so, we will also change the date indicated below. We encourage you to check back periodically, in order to be aware of the most recent version of the Applicant Privacy Policy.

**Consent to process personal information.** Information you provide will be used based upon your consent to the provisions of this policy indicated by your submission of data. You may revoke this consent by contacting the President/CEO via the methods describe above.

Effective Date: January 1, 2020

Yes, I have read and consent to the terms and conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Voluntary Self-Identification of Disability

Form CC-305

OMB Control Number 1250-0005

Expires 5/31/2023

### Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

### How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

*Disabilities include, but are not limited to:*

- Autism
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS
- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or hard of hearing
- Depression or anxiety
- Diabetes
- Epilepsy
- Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome
- Intellectual disability
- Missing limbs or partially missing limbs
- Nervous system condition for example, migraine headaches,
- Parkinson's disease, or Multiple sclerosis (MS)
- Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression

- YES, I HAVE A DISABILITY (or previously had a disability)  
 NO, I DON'T HAVE A DISABILITY  
 I DON'T WISH TO ANSWER

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

[1] Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

### EEOC Statement

- Ecke is an equal opportunity employer. We evaluate qualified applicants without regard to race, age, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, and other protected characteristics EOE/AA/M/F/D/V; provided that, in compliance with applicable federal law, Indian preference may be given with regard to certain positions.
- Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities.
- Please view Equal Employment Opportunity Posters provided by OFCCP.
- Ecke will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

**The following statements are part of this application. Read them carefully and sign below.**

#### 1. APPLICATION CERTIFICATION

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application are grounds for dismissal.

#### 2. AGREEMENT TO TESTING

I understand and agree that I may be required to submit to test(s), i.e. oral, written, physical, manual or any combination of these as a condition of hiring or continued employment. I agree to consent to take such test(s)



at such time as designated by Ecke and to release the Ecke and its managers, officers, agents or employees from any claim arising in connection with the use of such tests(s).

**3. DRUG TESTING**

To the extent allowed by applicable law, I accept the conditions for consideration of employment and I consent to the requirements of a urine, swab, or other allowable type of drug test per Ecke’s drug-free workplace policies and testing guidelines/procedures. To the extent allowed by applicable law, I agree to submit to a swab, urine, or any other type of drug test, and I authorize the testing facility to provide the results of this test to Ecke. I consent freely and voluntarily to Ecke’s request for a saliva, urine, or other lawful type of sample and hereby release and hold harmless Ecke and its managers, employees, agents, members, and officers from any liability whatsoever arising from this request to furnish a sample, the testing of my sample, and any decision made concerning my application for employment based upon the results of the test. To the extent allowed by applicable law, I further understand that if employed, I am subject to random, post-accident, and reasonable suspicion drug and/or alcohol testing.

**4. AUTHORIZATION AND RELEASE**

I authorize investigation of all statements contained in this application and the references listed to give you any and all information concerning my previous employment and any pertinent information they may have. I authorize the verification of licenses and/or certificates that may be required for the position I am being considered for. By signing below, I grant permission to release information to the Ecke, relating to my work, academic experience and/or driving record. I further understand that information obtained may be used by the Ecke, in its sole discretion and without liability, to determine eligibility for initial employment. I am willing that a photocopy or faxed copy of this authorization be accepted with the same authority as the original, and I specifically waive any written notice from any present or former employer who may provide information based upon this authorized request.

I authorize and request every person, firm, company, corporation, governmental agency, law enforcement agency, county association or institution having control of any documents, records or other information pertaining to me, to furnish to the Ecke human resources department any documents or records pertaining to any criminal offense that I may have committed.

I hereby release, discharge, and exonerate Ecke and the Ecke human resources department, its agents and representatives, and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records or information requested.

**I have read items 1, 2, 3, & 4 above and acknowledge, agree, and consent to all terms and conditions therein.**

**Complaints about the recruitment or selection process for employment should be directed in writing to office of the President/CEO.**

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PRINTED APPLICANT NAME

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APPLICANT SIGNATURE

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DATE