



# Fax

**To:** Lydall **Attn:** Human Resources Department

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**From:** **Fax:** 1-518-880-1965

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**Date:** **Pages:**

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**Re:** Application and Resume **CC:**

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**Urgent**     **For Review**     **Please Comment**     **Please Reply**     **Please Recycle**

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Human Resources Department;  
Resume and Application attached.

**Lydall Industrial Thermal Sales/Service, LLC**  
 (Also referred to as the "Company")

**EMPLOYMENT APPLICATION**

Thank you for your interest in working for our Company. We are an equal opportunity employer and consider only the qualifications of our applicants. Our Company does not discriminate in hiring or employment on the basis of race, color, religion, creed, marital status, sexual orientation, sex (including pregnancy), national origin or place of birth, ancestry, age, qualified individuals with disabilities, genetic predisposition, or genetic carrier status.

(Please answer every question)

Name				Social Security Number	Date
Last	First	Middle Initial			
Present Address				Telephone No. where you can be reached	How long have you lived at this address?
No. & Street	City	State	Zip Code		

Are you 18 years of age or over?  Yes  No

Have you ever worked for our Company before?  Yes  No If yes, where? \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_

Position for which you are applying \_\_\_\_\_ Expected Salary \$ \_\_\_\_\_  Week  Year

How did you learn of this position? \_\_\_\_\_

Other positions for which you would like to be considered \_\_\_\_\_

Date available for employment \_\_\_\_\_

Work Schedule desired:  Full Time  Part Time  Summer Only  Temporary Assignment

If part time, hours available \_\_\_\_\_

Which Shifts are you available to work:  First  Second  Third  Rotating  Weekends

Are you legally entitled to work in the United States?  Yes  No

Are you a Veteran of the U.S. Armed Forces?  Yes  No

Have you ever been convicted of a felony?  Yes  No If yes, what year(s)? \_\_\_\_\_ What Court(s)? \_\_\_\_\_

Candidates are not required to disclose information regarding an arrest, criminal charge or conviction which has been erased. The following records are subject to erasure: (1) records pertaining to a finding of delinquency or a child that was a member of a family with service needs, (2) an adjudication as a youthful offender; (3) a criminal charge that has been dismissed or nullified; (4) criminal charge for which the person has been found not guilty; or (5) a conviction for which the person has received an absolute pardon. Any person whose records have been erased shall be deemed to have never been arrested.

**FORMAL EDUCATION**

School	Name of School	Address	Number of Years Attended	Major Course And/or Degree
High School				
Business or Trade School				
College(s) and/or Graduate School				
Training or Skills				

## EMPLOYMENT EXPERIENCE

List Present or Last Job First		Date Employed Mo/Yr to Mo/Yr	Position and Duties	Salary Start/Leave	Reason for Leaving
Company Name					
Street					
City/State					
Supervisor's Name					
Telephone No.					
Company Name					
Street					
City/State					
Supervisor's Name					
Telephone No.					
Company Name					
Street					
City/State					
Supervisor's Name					
Telephone No.					

Thank you for completing this application form and for your interest in employment with our Company. Employment may be subject to satisfactory reference checks and may require a post-offer physical examination that may include a drug and alcohol screening.

**I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the Company and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the Company. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that the Company retains a similar right.**

I certify that information contained in this application is true and correct to the best of my knowledge, and I understand that falsification or materially incorrect information in this application is grounds for disqualification from further consideration, or for dismissal from employment.

I authorize the Company to contact any organization or individual that I have listed on my employment application or resume or mentioned in job interviews and obtain from them any relevant information about my job qualifications, experience, education, skills, abilities, work-related characteristics or traits, performance, credentials, or other characteristics or factors affecting my suitability for employment with the Company. I agree that the Company can conduct a comprehensive background check according to its Employment Background Policy as part of my pre-employment process. I further understand that the Company can initiate a background check if it deems it has reason to believe that any information supplied during the application or post-employment process if it needs verification.

I understand that I am consenting to the release of any such information about me held or known by my former employers, supervisors, co-workers, schools and educational institutions, professional or business associates, and friends and acquaintances an investigation of my suitability for employment may disclose.

In recognition of the Company's legitimate business purpose in pursuing information about me as a potential employee and in exchange for consideration of my employment application, I agree not to file or bring any complaints, claims or legal actions of any kind against any organization or individual that provides work-related information about me to the Company or its agents in accordance with the terms and intent of this release. I also agree not to file or bring any complaints, claims or legal action against the Company or any of their employees, representatives, or agents arising out of their efforts to obtain work-related information about me.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

