

International Crankshaft, Inc.

101 Carley Court
Georgetown, KY 40324

ICI is a union-free leading supplier of forgings to the automotive market. We are committed to Team Member safety, quality products & manufacturing excellence. ICI is TS 16949 & ISO 14001 certified.

We want to stress three items to start:

- **You must be able to work ANY shift!** ICI arranges shifts based upon seniority and necessity. You could be assigned to days or nights. We do not guarantee shifts or that the same people can work on the same shift if they share a ride. If this is an issue, please let us know ASAP.
- Long sleeves & metatarsal steel toed shoes are required on your first day of work on the shop floor.
- ICI drug tests (3 month hair sample) all new Team Members before hire. Bluegrass Business Health performs the test and requires a picture ID. If the ID is questionable, the Georgetown Police will be called to verify the document.

Hours of Plant Operation:

- Day Shift: 7:00 a.m. – 7:20 p.m.
- Night Shift 7:00 p.m. – 7:20 a.m.

In addition, there are some positions that differ from 12 hour schedules.

ICI produces crankshafts using a graphite material. This graphite is black, gritty & very dirty. The clothing you wear to ICI will be the same. It is our suggestion to wear old clothing that can be easily replaced.

ICI is a manufacturing environment that is not air conditioned or heated. The internal plant conditions will be varying from hot in the summer & very cold in the winter. You will want to stay hydrated during the hot summer months by drinking as much water as possible to prevent heat exhaustion. Water fountains and machines are located throughout the facility.

ICI expects outstanding attendance from all Team Members. You must report to work on all scheduled days on time. If a Team Member's attendance is seen as an issue, that person risks termination.

Call Off Procedure – If you need to miss time from work, you must provide notice & call ICI if applicable. Listen for specific direction when leaving a message. When notifying of an absence or arriving late, provide the following information: **Full name, shift worked, reason for absence/tardy & when you will return.** Clock in & out each shift. Do not clock in or out for anyone else. Clocking in or out for a coworker will result in termination.

ICI is committed to providing a safe work environment. Should an injury occur on the job, you must immediately notify your supervisor and/or temp representative if applicable. To avoid delays in processing any medical bills if you are from a temp service; you must inform all medical caregivers that you are an employee of that service, not ICI. If you receive medical treatment for an injury, you will be required to take a drug test. Upon being released from medical treatment, you must return to ICI with paperwork and fill out an accident report.

Earphones/CD players/iPods/MP3 players & reading material are not permitted on the production floor. They can only be used during breaks or lunch periods.

ICI is a tobacco free facility. Smoking/chewing is not permitted within 15 feet of any ICI entrance.

By signing below, I acknowledge that I understand all that is stated above.

Print Name

Signature

Date (mm/dd/yyyy)

For Human Resource Department Use Only

Entered into HR Database

Arrange Interview: Yes No Date: _____

Left Message? Yes No Date: _____

Remarks:

International Crankshaft, Inc.

101 Carley Court
Georgetown, KY 40324

Application for Employment

This application must be filled out in its entirety to be reviewed and considered for employment. Leaving questions unanswered may result in ineligibility.

INTERNATIONAL CRANKSHAFT, INC. IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER; ALL QUALIFIED APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, RELIGIOUS BELIEFS, COLOR, SEX, NATIONAL ORIGIN, AGE OR HANDICAP. INTERNATIONAL CRANKSHAFT, INC. VERIFIES THE IDENTITY AND EMPLOYMENT ELIGIBILITY OF ALL PERSONS HIRED TO WORK IN THE US VIA E-VERIFY.

Personal Data:

FOR IDENTIFICATION PURPOSES ONLY	Last THREE digits of SSN#	Month you were born (Please DO NOT put your DOB, only the month you were born)

_____	_____	_____	_____	
Last Name	First Name	Middle Initial	Date of Application	
_____	_____	_____	_____	
Street Address	_____	City	State	Zip Code
_____	_____	_____	_____	_____
Main Phone Number	_____	Alternative Phone Number	_____	Email Address
_____	_____	_____	_____	_____

Are you over the age of 18? Yes No

General Information:

Have you ever applied to International Crankshaft, Inc. Yes No Date(s) _____

Have you ever been employed by International Crankshaft, Inc. or worked at ICI as a temporary?

NO YES * If yes please indicate date(s) you worked at ICI _____

Please provide reason for leaving _____

Do you have relatives that work for International Crankshaft, Inc.? Yes No

If so, what is the relationship? _____

On what date would you be able to begin work? _____ Minimum Wage Requirement \$ _____

Can you work any shift? Yes No **(Must be able to work any shift to be considered)**

Reliable transportation is a requirement for hire at ICI. Do you have reliable transportation to/from work? Yes No

Type of employment desired? (check one)

Production Clerical Professional Specific Position _____

Please indicate source of referral to International Crankshaft, Inc.:

Advertisement Friend Relative Walk In

Advertisement / Friend / Relative Name: _____ Other: _____

Education and Training:

Skilled Trades (Please list the years of hands on experience):

_____ Tool & Die Maker _____ Maintenance _____ Fork Lift Operator _____ Welder _____ Other

Please specify other: _____

Circle Highest Grade Completed	School Name Address, City , State	Graduated? Date(s)	Type of Diploma, Degree or Certificate	GPA
High School 9 10 11 12				
College 1 2 3 4				
Vocational School				
Other Training				

Please Circle the highest level of education you have completed:

G.E.D. High School Diploma Associates Bachelors Masters Ph.D

Military History:

Branch	Date Entered / Date Discharged	Highest Rank	Armed Forces Reserve Branch or National Guard Active _____ Inactive _____

Past Attendance: Have you had any past attendance issues? Yes No If yes, please complete portion below to explain.

Excellent attendance is very important to the success of International Crankshaft, Inc. and for your job security. Please complete the following for the last three (3) employers you have had. **Do not list** approved vacations, military leave, and family leave, off site training, short term leave or other paid leaves.

Company Name	Employment Dates	Number of Days Absent	State Reasons for Absence

Past Discipline Discharge: Have you had any past discipline discharges? Yes No If yes, please complete portion below to explain.

If you have been discharged from employment or have been given a disciplinary suspension, complete this section. Previous discharge or disciplinary action does not automatically disqualify your application. However, failure to note previous discharge or disciplinary action will be considered falsification which may constitute grounds for disqualification or termination if hired by International Crankshaft, Inc.

Date	Offense	Company Name	Discipline Imposed

Criminal Record: Complete in full with all questions answered

You must enter felony and misdemeanor information, including convictions or guilty pleas for traffic violations involving drugs or alcohol. Do not include arrests without convictions, convictions for minor traffic offenses, convictions that did not result in imprisonment or probation, misdemeanors or convictions for which a record has been expunged or sealed. A criminal conviction does not automatically disqualify your application. However, failure to note prior convictions will be considered falsification which may constitute grounds for disqualification or termination if hired by International Crankshaft, Inc.

Have you ever been convicted or pleaded guilty to a misdemeanor? Yes No Date: _____

List # of all misdemeanors: _____ Description: _____

Have you been convicted or pleaded guilty to a felony? Yes No Date: _____

List # of all felonies: _____ Description: _____

Are you currently on parole, probation, work release program, conditional release or serving a weekend sentence as a result if a conviction or guilty plea? Yes No Date: _____

Description: _____

Have you ever been confined (incarcerated) as a result of any court order? Yes No Date: _____

List # of incarcerations: _____ Description: _____

Are you currently under indictment or are you currently a defendant in any criminal proceeding? Yes No Date: _____

Description: _____

Work History: Complete in full with all questions answered

May we contact your current employer? Yes No

May we contact your previous employer? Yes No

Most Recent Employer:	Company Telephone Number:	
Company Address (include street, city and state)	Starting Date (Mo / Yr):	Salary \$
	Leaving Date: (Mo / Yr):	Per
Position / Title:	Supervisor Name / Title:	
Duties and Responsibilities:		
Explain Reason for Leaving: (must provide answer)		

PreviouEmployer:	Company Telephone Number:	
Company Address (include street, city and state)	Starting Date (Mo / Yr):	Salary \$
	Leaving Date: (Mo / Yr):	Per
Position / Title:	Supervisor Name / Title:	
Duties and Responsibilities:		
Explain Reason for Leaving: (must provide answer)		

Previous Employer:	Company Telephone Number:	
Company Address (include street, city and state)	Starting Date (Mo / Yr):	Salary \$
	Leaving Date: (Mo / Yr):	Per
Position / Title:	Supervisor Name / Title:	
Duties and Responsibilities:		
Explain Reason for Leaving: (must provide answer)		

References:

Name and Address	Telephone Number	Position / Occupation / Organization

Certification and Agreement – Applicant Please Read

I hereby certify that the entries on this form and other statements made by me to the official of International Crankshaft, Inc. are true and correct. I agree that any omissions, misrepresentations or falsification of information on this application or any other document presented will be grounds for rejecting this application or discharging me if I am employed by International Crankshaft, Inc.

I understand that International Crankshaft, Inc. shall require a medical examination by a designated physician after I have received a **full time** offer of employment and prior to the commencement of my duties. I agree to provide access to previous medical records if required. I further understand that I will be requested to submit to testing for any illegal drugs and agree to release any such results to the appropriate personnel. I agree to a medical examination and drug / alcohol testing as a condition of **full time** employment and agree that, if I refuse and / or fail such tests before commencing to employment, my offer of employment will be revoked.

In consideration of acceptance of my application, I authorize the Commonwealth of Kentucky, previous and current employers and educational institutions to fully release the requested information to International Crankshaft, Inc. At the same time, I release these same institutions from any liability arising out of their response to requests for information.

If employed, I understand that although International Crankshaft, Inc. attempts to accommodate individual circumstances, including religious observance requirements, business needs may make the following conditions required: overtime, shift work, rotating work schedule or a work schedule that may include Saturday, Sunday or Holidays.

Prior to the commencement of employment, I will comply with the 1986 Immigration Reform and Control Act by providing appropriate documents establishing my identity and employment authorization for International Crankshaft Inc.'s review and by completing the U.S. government Employment Eligibility Verification Form. I understand that the falsification or misrepresentation of these documents may result in my offer of employment being revoked and if hired by International Crankshaft, Inc., immediate termination.

In consideration of my employment, I agree to conform to the rules and policies of International Crankshaft, Inc. I understand if hired, my employment is at will and can be terminated with or without cause or notice at anytime at the option of myself or International Crankshaft, Inc. No promise contrary to the foregoing has been made to me, and I understand that no agreement for employment for any specific period of time or otherwise contrary to the foregoing will be valid, unless it is in writing and signed by the President of International Crankshaft, Inc.

Applicant's Name: _____

Date: _____

Applicant's Signature: _____