



INSTRUCTIONS FOR APPLICATION

I. APPLICATION FORM

- A. Complete all information requested. If a particular item does not apply, enter "NA".
- B. Selection of applicants for interview is based upon information recorded on this application form. Therefore, it is important to thoroughly describe work and life experience, relevant to the position(s) for which you are applying: A copy of the job description is available upon request.
- C. Supplementary information is accepted and may include resumes, letters of reference and licenses and certifications.

II. EEOC/AA SURVEY FORM

As an Equal Employment Opportunity Employer, we are required to maintain certain information related to Affirmative Action. Please complete the survey form.

III. RETURN THE COMPLETED APPLICATION AND EEOC/AA SURVEY TO:

Witco, Inc.
3919 E. Ustick Road
Caldwell, Idaho 83605
Attn: Human Resources

Witco, Inc.
122 W Georgia
Nampa, Idaho 83686
Attn: Human Resources

Witco, Inc.
690 W. Idaho Ave.
Ontario, Oregon 97914
Attn: Human Resources

- IV. Witco maintains applications on file for one year from the date of receipt. All applications are then shredded.
- V. All positions open for external application are listed with the State of Idaho Department of Labor and the State of Oregon Employment Department.



AFFIRMATIVE ACTION VOLUNTARY IDENTIFICATION FORM

Name _____ Date _____

Position(s) applied for _____

To aid Witco, Inc. in its commitment to Equal Opportunity, we ask for your cooperation in completing this form. You are under no obligation to do so and your response will not affect your employment eligibility in any way. Information you volunteer will be kept confidential. This form will be removed from your application prior to consideration for employment and will be used solely for statistical purposes. This information is not used in making a hiring decision.

Male Female Age: _____ Are you a US Citizen? Yes No

Check only **ONE** in this section:

- Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture of origin regardless of race. (H)
- White** (not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa. (W)
- Black or African American** (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa. (B)
- Native Hawaiian or Other Pacific Islander** (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands. (P)
- Asian** (Not Hispanic or Latino): A person having origins in any of the original peoples of the far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine islands, Thailand and Vietnam. (A)
- American Indian or Alaskan Native** (Not Hispanic or Latino): A person having origins in any of the original peoples of North America and South American (including Central America), and who maintain tribal affiliation or community attachment. (I)
- Two or More Races** (Not Hispanic or Latino): A person Who identifies with more than one of the above five races. (S)
- I prefer not to answer.**

All applicants for employment are extended equal employment opportunity without regard to race, religion, national origin, age, gender, sexual orientation, gender identity, marital status, disability, genetic information, veteran (or current or future military) status.

Do not complete below this line for Witco use only:

Job Group: _____ Other I.D. _____ By: _____ Date: _____ Posting#: _____



APPLICATION FOR EMPLOYMENT

Corporate Office
 3919 E. Ustick Road • Caldwell, Idaho 83605
 (208) 454-3051 • Fax (208) 454-3053
 www.witcoin.net

All employees and applicants for employment are extended equal employment opportunities without regard to race, religion, national origin, age, gender, sexual orientation, gender identity, marital status, disability, genetic information, veteran or current or future military status. Applications that are NOT filled out completely will not be considered. If a question does not pertain to you, write in the letters "NA". Witco will make reasonable accommodations in the application process, if needed.

I. GENERAL INFORMATION

Name: Last: _____ First: _____ Middle: _____

Residential address _____
 _____ City _____ State _____ Zip _____

Mailing address (if different) _____
 _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Message Phone _____

Email _____ Fax _____

List the position for which you are applying _____

Are you willing to work: Days Evenings Weekends Rotating Shifts Any Shift

In what general geographic area are you available for work (check all that apply)

Ada County Canyon County Payette/Gem County Malheur County Elmore County Other _____

Will you work overtime? Yes No Hours desired: Full-Time Part-Time Temp. Minimum # of hours required /wk. _____

Date available for work _____ Salary required _____

How did you hear about this position? Job Service Newspaper Other _____

Were you referred by a current employee? Yes No If yes name: _____

II. SUPPLEMENTAL INFORMATION

Are you 18 years of age or older? Yes No Do you have the legal right to work in the US? Yes No

If hired, required legal paperwork must be completed and documentation provided giving proof of the legal right to employment.

Please explain a yes answer below-include date of violation.

Please note, a conviction does not automatically exclude you from consideration for employment.

	Yes	No
A. Have you ever been convicted of any act, or had substantiated claims of, abuse or neglect or any other act of violence?		
B. Have you ever been convicted of a violation of any other law or ordinance; excluding minor traffic violations?		
C. Are you currently being investigated for neglect, abuse or any violation of the law?		
D. Have you ever been terminated from any job for any reason other than layoff?		
E. Is there any reason why you cannot perform the essential functions of the job you are applying for, with or without accommodations?		

Driving Record

Do you hold a current driver's license? Yes No License number and state issued? _____

Expiration date _____ Do you have proof of automobile insurance? Yes No Expiration date _____

Are you willing and able to accept a position where driving is a job requirement? Yes No

List traffic violations you have been convicted of during the past (3) years.

STATE	DATE	CHARGE

I. RECORD OF EDUCATION

SCHOOL	Name and Address of School	Course of Study	Circle Last Year Completed				Did You Graduate?	List Diploma or Degree
			5	6	7	8		
Elementary								
High School or GED			1	2	3	4		<input type="checkbox"/> Yes <input type="checkbox"/> No
Under-graduate College			1	2	3	4		<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School		1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Business or Trade		1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No		

I. EMPLOYMENT HISTORY AND REFERENCES

List present or most recent job-related experience first. Include full-time, part-time and volunteer work. Describe your specific duties, responsibilities and accomplishments in the job, including a review of any supervisory responsibilities and special skills required.

Current or most recent employment

Name/address of employer _____
City State Zip

Name/title of immediate supervisor _____

Title of position held _____ Telephone # _____

From _____ to _____ Beginning Salary \$ _____ End Salary \$ _____

Why are you looking for a change? _____

What do you like most about this position? _____

What do you like least about this position? _____

Describe duties: _____

May we contact this employer? Yes No

Past employment

Name/address of employer _____
City State Zip

Name/title of immediate supervisor _____

Title of position held _____ Telephone # _____

From _____ to _____ Beginning Salary \$ _____ End Salary \$ _____

Describe why you would NOT return to this position? _____

Describe why you WOULD return to this position? _____

Describe duties: _____

Reason for leaving _____

May we contact your employer? Yes No

Name/address of employer _____
City State Zip

Name/title of Immediate Supervisor _____

Title of position held _____ Telephone _____

From _____ to _____ Beginning Salary \$ _____ End Salary \$ _____

Describe why you would NOT return to this position? _____

Describe why you WOULD return to this position? _____

Describe duties: _____

Reason for leaving _____

May we contact this employer? Yes No

Name/address of employer _____
City State Zip

Name/title of Immediate Supervisor _____

Title of position held _____ Telephone _____

From _____ to _____ Beginning Salary \$ _____ End Salary \$ _____

Describe why you would NOT return to this position? _____

Describe why you WOULD return to this position? _____

Describe duties: _____

Reason for leaving _____

May we contact this employer? Yes No

V. TRAINING AND SPECIAL SKILLS

Please provide information on any life or work experience you have as a mentor, educator or trainer of individuals with disabilities;

Please provide information on any other training and/or abilities relevant to the position for which you are applying:

VI. APPLICANT STATEMENTS

Why would you like to work for Witco?

What are your long-range employment and/or education goals?

List the three main priorities of employment for you

1. _____
2. _____
3. _____

List the three most important rewards of employment for you

1. _____
2. _____
3. _____

List three traits which you identify as your greatest strengths as an employee

1. _____
2. _____
3. _____

VI. APPLICATION ACKNOWLEDGEMENT

The Employment Application is used to notify me that the nature and scope of an investigation, if one is conducted, could include such general identification as residence verification, and, as applicable, information concerning my employment, education, general reputation, character, personal characteristics, and habits, and that such information may be developed through personal interviews with institutions, custodians of official records or other sources. Only job-related information developed from such a report will be considered in evaluating my employment application or continued employment. I hereby authorize these persons, companies, organizations or corporations to answer all questions or release any information regarding the items listed in this paragraph. I hereby release them from any liability and hold them harmless from any claim for releasing any truthful information within their knowledge and/or records.

I authorize Witco to release to any person, firm, entity or organization with which I may seek employment in the future, any truthful information concerning my employment with Witco. I hereby release and hold Witco harmless from any claim for releasing any truthful information within is knowledge and/or records.

I understand that any job offer that may be extended to me will be contingent upon the successful completion of a drug and alcohol test, and a criminal history background check.

I certify that the answers I have given on this application and answers I will give during any interviews are and will be true and correct without consequential omissions, I understand that, if employed, omissions and/or false statements on this application or during any interviews may result in dismissal. I understand and acknowledge that , if hired, my employment is for no definite period of time and either Witco or I may terminate our relationship at will at any time, without notice or reason. This employment application does not constitute a employment contract. I have had opportunity to have any questions about this application, its content and intent answered and I understand the information provided.

Signature of Applicant

Date