

DeKalb Tool & Engineering LLC
700 E. Quincy St
Garrett IN 46738

This Job Application Package is designed to save both you and the company time. It does not constitute or imply an Agreement To Hire.

By filling out all the necessary employment forms in advance of your interview, you will not be kept overly long and the process can be dealt with in a timelier manner.

Please return all of the downloaded documents to

DeKalb Tool & Engineering LLC
Human Resources
700 E. Quincy St
Garrett IN 46738

before your Interview.

EMPLOYMENT APPLICATION
PLEASE PRINT SO THIS CAN BE READ

- Your Full, Legal Name: _____
-
- Social security number (SSN) _____ Birth Date: _____
- Email Address: _____
- Driver's license number and state of issue: _____
- Have you ever been convicted of a crime by civil or military court: ____ Yes ____ No
 - Nature of the offense: _____
 - Date of conviction: _____
 - Location where convicted: _____
 - Disposition (sentence, probation, etc.): _____
- Current Home Address: _____
City: _____ State: _____ Zip: _____
- Phone Number: _____ Cell Number: _____
- Date you're available for work: _____
 - If you must give your current employer notice two weeks in advance, write Two weeks notice.
 - Otherwise, write the date on which you know for sure you can start work.
- Military service: ____ Yes ____ No
 - Entry Date: _____ Discharge Date: _____
 - Type of discharge: _____
 - Branch: _____
 - Occupational specialization: _____
 - Special training received and dates: _____
 - Last rank: _____
 - A veteran of a war, such as Vietnam? ____ Yes ____ No (This is for affirmative action programs, not discrimination.)
- Position desired: _____
- Salary desired: _____
- How you heard about the job: _____
- Education and training:
 - High School Graduate? ____ Yes ____ No GED? ____ Yes ____ No
 - Graduation Date: _____

- Address: _____
 - Day and evening phone numbers _____
 - Occupation: _____
 - Relationship to you: _____
 - Business Name: _____
 - OR --
 - Contact Name: _____
 - Address: _____
 - Day and evening phone numbers _____
 - Occupation: _____
 - Relationship to you: _____
 - Business Name: _____
 - OR --
 - Contact Name: _____
 - Address: _____
 - Day and evening phone numbers _____
 - Occupation: _____
 - Relationship to you: _____
 - Business Name: _____
 - OR --
 - Contact Name: _____
 - Address: _____
 - Day and evening phone numbers _____
 - Occupation: _____
 - Relationship to you: _____
- Have you previously applied for work or worked at this company? ____ Yes ____ No.
- If so,
- Dates of application or employment: _____
 - Divisions, units and departments for which you worked: _____

- Names of bosses: _____

- Work history: Last three Employers:

- Name of Current Employer _____

- Address: _____

Phone numbers: _____

May We Contact this Employer? _____ Yes _____ No

Start and end dates: _____

Write present for the ending date at your current employer.

- Reasons for leaving. _____

- Last or beginning and ending salaries. _____

- Boss's name: _____

- Your titles and the type of work you did: _____

- Reasons for gaps of 90 days or more in your work history, other than school: _____

- Name of Employer _____

- Address: _____

Phone numbers: _____

Start and end dates: _____

Write present for the ending date at your current employer.

- Reasons for leaving. _____

- Last or beginning and ending salaries. _____

- Boss's name: _____

- Your titles and the type of work you did: _____

- Reasons for gaps of 90 days or more in your work history, other than school: _____

- Name of Employer _____

- Address: _____

Phone numbers: _____

Start and end dates: _____

Applicant Consent Form to Investigate and Disclose Data

I, _____, hereby allow the right to contact and investigate my former and current employers, and all other pertinent parties, including, but not limited to educational institutions where I enrolled, to fully investigate my background.

I understand that as part of the interview process, since I am applying for the position of _____, requires all applicants to disclose pertinent data concerning previous work history, police and military records, and educational activities.

The purpose and procedures used in this investigation have been fully described to me and I completely understand the reasons and potential uses of such investigations. I authorize to use any and all information acquired to make decisions regarding my employment, which may be disclosed to third parties.

I understand and agree that if any material facts are discovered which differ from those facts stated by me on my employment application, at my interview, or at any time prior to my commencing employment at DeKalb Tool and Engineering LLC (if I am offered a position with), I will not be offered the job. Furthermore, I understand and agree that if material facts are later discovered which are inconsistent with or differ from facts I furnished before taking the job, I will be disciplined, including the possibility of immediate discharge without warning.

Nonetheless, I hereby indemnify, release and forever discharge and hold DeKalb Tool and Engineering LLC and its subsidiaries and affiliated companies, agents and employees, as well as all third parties supplying such information, harmless from any and all claims, demands, judgments and legal fees arising out of or in connection with this investigation, the results, or any lawful use of the results or disclosure thereto.

Signature of Applicant

Printed Name of Applicant

Social Security Number: _____

Date: _____

Signature of Witness: _____

Confidentiality and Non-Competition Agreement

In consideration of my employment or continued employment by DeKalb Tool and Engineering LLC (the "Company"), together with its affiliates and subsidiaries, and any subsidiaries or affiliates which hereafter may be formed or acquired and in recognition of the fact that as an employee of the Company I will have access to the Company's customers and to confidential and valuable business information of the Company, together with its affiliates and subsidiaries, and any subsidiaries or affiliates which hereafter may be formed or acquired, I hereby agree as follows:

1. The Company's Business. The Company is a Tool and Design / Engineering firm. The Company is committed to quality and service in every aspect of its business. I understand that the Company looks to and expects from its employees a high level of competence, cooperation, loyalty, integrity, initiative, and resourcefulness. I understand that as an employee of the Company, I will have substantial contact with the Company's customers and potential customers.

I further understand that all business and fees including insurance, bond, risk management, self insurance, insurance consulting and other services produced or transacted through my efforts shall be the sole property of the Company, and that I shall have no right to share in any commission or fee resulting from the conduct of such business other than as compensation referred to in paragraph 3 hereof. All checks or bank drafts received by me from any customer or account shall be made payable to the Company, and all premiums, commissions or fees that I may collect shall be in the name of and on behalf of the Company.

2. Duties Of Employee. I shall comply with all Company rules, procedures and standards governing the conduct of employees and their access to and use of the Company's property, equipment and facilities. I understand that the Company will make reasonable efforts to inform me of the rules, standards and procedures which are in effect from time to time and which apply to me.

3. Compensation And Benefits. I shall receive the compensation as is mutually agreed upon, which may be adjusted from time to time, as full compensation for services performed under this Agreement. In addition, I may participate in such employee benefit plans and receive such other fringe benefits, subject to the same eligibility requirements, as are afforded other Company employees in my job classification. I understand that these employee benefit plans and fringe benefits may be amended, enlarged, or diminished by the Company from time to time, at its discretion.

4. Management Of The Company. The Company may manage and direct its business affairs as it sees fit, including, without limitation, the assignment of sales territories, notwithstanding any employee's individual interest in or expectation regarding a particular business location or customer account.

5. Termination Of Employment. My employment may be terminated by the Company or me at any time, with or without notice or cause. Upon termination of my employment, I shall be entitled to receive incentive payments in accordance with the provisions of the Company's Incentive Plan, as it may be modified by the Company from time to time, less any adjustments for amounts owed by me to the Company. I understand that I may also receive additional compensation at the discretion of the Company and in accordance with the published Company Personnel Policy on Termination Pay.

6. Agreement Not To Compete With The Company.

A. As long as I am employed by the Company, I shall not participate directly or indirectly, in any capacity, in any business or activity that is in competition with the Company.

B. In consideration of my employment rights under this Agreement and in recognition of the fact that I will have access to the confidential information of the Company and that the Company's relationships with their customers and potential customers constitute a substantial part of their good will, I agree that for One (1) year from and after termination of my employment, for any reason, unless acting with the Company's express prior written consent, I shall not, directly or indirectly, in any capacity, solicit or accept business from, provide consulting services of any kind to, or perform any of the services offered by the Company for, any of the Company's customers or prospects with whom I had business dealings in the year next preceding the termination of my employment.

7. Unauthorized Disclosure Of Confidential Information. While employed by the Company and thereafter, I shall not, directly or indirectly, disclose to anyone outside of the Company any Confidential Information or use any confidential Information (as hereinafter defined) other than pursuant to my employment by and for the benefit of the Company.

The term "Confidential Information" as used throughout this Agreement means any and all trade secrets and any and all data or information not generally known outside of the Company whether prepared or developed by or for the Company or received by the Company from any outside source. Without limiting the scope of this definition, Confidential Information includes any customer files, customer lists, any business, marketing, financial or sales record, data, plan, or survey; and any other record or information relating to the present or future business, product or service of the Company. All Confidential Information and copies thereof are the sole property of the Company. Notwithstanding the foregoing, the term Confidential Information shall not apply to information that the Company has voluntarily disclosed to the public without restriction, or which has otherwise lawfully entered the public domain.

8. Prior Obligations. I have informed the Company in writing of any and all continuing obligations that require me not to disclose to the Company any information or that limit my opportunity or capacity to compete with any previous employer.

9. Employee's Obligation To Cooperate. At any time upon request of the Company (and at the Company's expense), I shall execute all documents and perform all lawful acts the Company considers necessary or advisable to secure its rights hereunder and to carry out the intent of this Agreement.

10. Return Of Property. At any time upon request of the Company, and upon termination of my employment, I shall return promptly to the Company, including all copies of all Confidential Information or Developments, and all records, files, blanks, forms, materials, supplies, and any other materials furnished, used or generated by me during the course of my employment, and any copies of the foregoing, all of which I recognize to be the sole property of the Company.

11. Special Remedies. I recognize that money damages alone would not adequately compensate the Company in the event of breach by me of this Agreement, and I therefore agree that, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to injunctive relief for the enforcement hereof. Failure by

the Company to insist upon strict compliance with any of the terms, covenants, or conditions hereof shall not be deemed a waiver of such terms, covenants or conditions.

12. Miscellaneous Provisions. This Agreement contains the entire and only agreement between me and the Company respecting the subject matter hereof and supersedes all prior agreements and understandings between us as to the subject matter hereof; and no modification shall be binding upon me or the Company unless made in writing and signed by me and an authorized officer of the Company.

My obligations under this Agreement shall survive the termination of my employment with the Company regardless of the manner of or reasons for such termination, and regardless of whether such termination constitutes a breach of this Agreement or of any other agreement I may have with the Company. If any provisions of this Agreement are held or deemed unenforceable or too broad to permit enforcement of such provision to its full extent, then such provision shall be enforced to the maximum extent permitted by law. If any of the provisions of this Agreement shall be construed to be illegal or invalid, the validity of any other provision hereof shall not be affected thereby.

This Agreement shall be governed and construed according to the laws of Indiana, and shall be deemed to be effective as of the first day of my employment by the Company. BY SIGNING THIS AGREEMENT, I ACKNOWLEDGE THAT I HAVE READ AND I FULLY UNDERSTAND ALL OF ITS PROVISIONS AND THAT I AGREE TO BE FULLY BOUND BY THE SAME.

Employee

Date

Accepted By

Date