



October 8, 2012  
[www.tcdcinc.com](http://www.tcdcinc.com)

## APPLICATION PACKAGE

### SHIPPING & RECEIVING CLERK

#### To apply for this position:

1. Print application package.
2. Fill out job application completely.
3. Send completed **Job Application, Resume and Salary History** to Human Resources:

**Fax: (763) 271-7066**  
**Email: [terrio@tcdcinc.com](mailto:terrio@tcdcinc.com)**

**POSITION TITLE:** Shipping & Receiving Clerk  
**LOCATION:** Monticello, Minnesota  
**HOURS:** First Shift, Mon-Fri, 8:00 AM – 4:30 PM; overtime as needed/required

#### Position Summary:

Verify and keep records on incoming and outgoing shipments. Prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying and recording incoming merchandise or material; and arranging for the transportation of products.

#### Areas of Responsibility:

- Examine contents and compare with records, such as manifests, invoices, or orders, to verify accuracy of incoming or outgoing shipment.
- Prepare documents, such as work orders, bills of lading, and shipping orders to route materials.
- Determine shipping method for materials, using knowledge of shipping procedures, routes, and rates.
- Record shipment data, such as weight, charges, space availability, and damages and discrepancies, for reporting, accounting, and recordkeeping purposes.
- Contact carrier representative to make arrangements and to issue instructions for shipping and delivery of materials.
- Confer and correspond with establishment representatives to rectify problems, such as damages, shortages, and nonconformance to specifications.
- Requisition and store shipping materials and supplies to maintain inventory of stock.
- Deliver or route materials to departments, using work devices, such as hand truck, conveyor, or sorting bins.
- Compute amounts, such as space available, and shipping, storage, and demurrage charges, using calculator or price list.
- Pack, seal, label, and affix postage to prepare materials for shipping, using work devices such as hand tools, power tools, and postage meter.
- All other duties as assigned.

#### MINIMUM EXPERIENCE AND EDUCATION PREFERRED:

- Requires a high school diploma or GED
- May require some vocational training or job-related course work

**COMPLETE THE ATTACHED JOB APPLICATION AND SEND TO HUMAN RESOURCES AS INSTRUCTED AT THE TOP OF THIS APPLICATION PACKAGE.**

TCDC maintains a drug-free workplace and requires pre-employment testing including a physical.

Twin City Die Castings Company is an Equal Employment Opportunity / Affirmative Action Employer.

TCDC is committed to providing equal employment opportunity to all job seekers according to all applicable equal opportunity and affirmative action laws and regulations. If you are a qualified individual with a disability, a disabled veteran, or an individual that has other barriers that limit your ability to access our on-line application system, please contact Candace Larson, Corporate Human Resources Manager at (651) 287-3981 or [candacel@tcdcinc.com](mailto:candacel@tcdcinc.com) to discuss alternative ways to apply for open positions.



# APPLICATION FOR EMPLOYMENT

1070 SE 33<sup>rd</sup> Avenue  
Minneapolis, MN 55414

122 Cessna St. NW  
Watertown, SD 57201

520 Chelsea Road  
Monticello, MN 55362

## INSTRUCTIONS

Please print clearly and complete each section fully to assure the appropriate information is available for our consideration. **To receive appropriate consideration, please identify the position you are interested in on the line at the right side of this application.** Your application must be completed and signed on the bottom to receive consideration. **If you have a question about filling out this application, please ask.**

## EQUAL EMPLOYMENT OPPORTUNITY

TCDC provides a fair and equal employment opportunity for all job applicants regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. TCDC hires individuals solely on the basis of their qualifications for the job to be filled.

## DRUG/ALCOHOL TESTING

It is the policy of Twin City Die Castings Co. to conduct business in a drug/alcohol free environment. Before TCDC extends a formal offer of employment to an applicant, the applicant must provide evidence of a negative drug screen. In the event of a positive test result, the company will withdraw the job offer.

### Applicant / Employer Rights

1. **Right of refusal** – Any applicant may refuse the drug/alcohol-screening test. Such a refusal will result in any job offer being withdrawn by Twin City Die Casting Company
2. **Right to retest** – Any applicant testing positive may request to:
  - a. *Explain or rebut a positive result on a confirmatory test.*
  - b. *Have the original sample retested at the applicant's expense. If the confirmatory test results in a negative finding the applicant will be deemed eligible for hiring.*

**Confidentiality** The Company will maintain the confidentiality of drug and alcohol testing results, as well as other information obtained during the administration of its drug and alcohol policy. Such information will only be released to those individuals with a need to know.

**My signature below is an indication that I have read this information, and that I consent to being tested for drugs as part of the pre-employment physical as a condition of my employment.**

⊗ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## APPLICANT'S STATEMENT

I understand Twin City Die Castings Company will thoroughly investigate my work and personal history and verify data given on this application, on related papers and in interviews. I authorize the companies, educational institutions and/or persons named by me in this application to give any information they have regarding me, whether or not it is in their records, to Twin City Die Castings Company. I release said companies, educational institutions, and/or persons from any liability whatsoever for furnishing this information. I further agree to release Twin City Die Castings Company from any liability whatsoever that may arise from relying on information by these companies, educational institutions and/or persons.

I promise that all of the information submitted by me on this Application for Employment is true and correct. I understand and agree that should any information supplied by me on the application or other Company records be found at any time to be untruthful, or if I am found to have omitted any matter from this or other Company records, I may, without recourse, be refused employment or immediately discharged.

I understand that federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity. Failure to submit such proof will result in denial of employment.

I understand that Twin City Die Castings Company follows an "employment at will" policy and that an employee's employment may be terminated at any time by the employee or the Company with or without cause or notice, for any or no reason. It is understood and agreed that this application and other Company documents, policies, and/or practices do not constitute an employment contract or agreement. The only exception to at-will employment is a written employment contract signed by the Company President. TCDC is TS and ISO certified and requires all employees to follow the associated requirements, as well as, comply with all safety protocols.

I understand that this application will remain active for 90 days from the date I sign it. By my signature below, I agree that I have read and understand the above paragraphs.

⊗ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Last Name \_\_\_\_\_  
First Name \_\_\_\_\_  
M.I. \_\_\_\_\_  
Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Specific Position Applied For \_\_\_\_\_

..... PERSONAL DATA .....

Last First MI

Home Phone: (      ) \_\_\_\_\_ Cell Phone: (      ) \_\_\_\_\_

Current Address: \_\_\_\_\_

Street	City	State	Zip Code
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Social Security Number: \_\_\_\_\_ – \_\_\_\_\_ – \_\_\_\_\_ Email Address: \_\_\_\_\_

How were you referred to our company? \_\_\_\_\_

Are you 18 years old or older? ☐ Yes ☐ No

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

Have you ever been convicted of a felony? ☐ Yes ☐ No

*If yes, please explain:*

Have you ever worked for Twin City Die Castings Company? ☐ Yes, as an Employee ☐ Yes, as a Temp ☐ No

Position: \_\_\_\_\_ Location: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_  
Month Year Month Year

Has any of your employment or education been under a different name? ☐ Yes ☐ No

Are any relatives employed by Twin City Die Castings Co? ☐ Yes ☐ No

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

What wage is desired? \_\_\_\_\_ Date available for employment? \_\_\_\_\_

Are you available to work (mark all that apply):

☐ Full time    ☐ Part time    ☐ Temporary    ☐ Days    ☐ Evenings    ☐ Weekends    ☐ Overtime

Are you willing to travel? ☐ Yes ☐ No Relocate? ☐ Yes ☐ No

Regular and punctual attendance at work is an essential requirement of the position for which you are applying.

Are you able to satisfy this essential requirement? ☐ Yes ☐ No

..... SKILLS INVENTORY .....

☐ Die Cast Operator      ☐ CNC Operator      ☐ GD&T      ☐ CMM Experience  
☐ Forklift Certification      ☐ DOT License      ☐ CDL License      ☐ Microsoft Outlook  
☐ Microsoft Word      ☐ Microsoft Excel      ☐ Microsoft PowerPoint      ☐ Foreign Language: \_\_\_\_\_  
☐ Other please explain: \_\_\_\_\_

**Are you physically able to:**

Work in extreme heat? ☐ Yes ☐ No

Stand during entire shift? ☐ Yes ☐ No

**Mfg. Equipment Operated** *List specific machines:*

..... EDUCATIONAL BACKGROUND .....

Education	Name and Address of School	Degree/Diploma Received	Course Work Major/Minor
High School/GED			
College or University			
Graduate School			
Vocational/Business School or Other			

List any additional training, licenses or certificates which may have a bearing on your qualifications for employment:  
*For example: professional seminars, company sponsored courses or professional affiliations.*

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..... PAST U.S. MILITARY SERVICE .....

Please list any military service you believe is relevant to a position with the company. Applicants are not required to list military service.

Branch of Service	Dates of Service	Special Training, Job Related Skills, etc:

..... PERSONAL REFERENCES .....

Provide the names of one to three people, not relatives, who you've known for at least one year.

	Name	Address/Telephone	Business/Occupation	Years Acquainted
1				
2				
3				

..... WORK REFERENCES .....

Give the names of two of your previous employers whom we may contact.

	Employer/Supervisor	Company	Telephone
1			
2			

## ..... EMPLOYMENT RECORD .....

List your last four employers, starting with the most recent or current position.  
A resume may be attached to supplement the information provided below.

<b>1</b>	Employer's Name & Address		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Name & Title of Supervisor	Telephone Number	Dates Employed (mo. & yr.) From:                      To:
	Position Held                      Duties & Responsibilities		
	Annual Salary/Hourly Wage	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Reason for Leaving
<b>2</b>	Employer's Name & Address		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Name & Title of Supervisor	Telephone Number	Dates Employed (mo. & yr.) From:                      To:
	Position Held                      Duties & Responsibilities		
	Annual Salary/Hourly Wage	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Reason for Leaving
<b>3</b>	Employer's Name & Address		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Name & Title of Supervisor	Telephone Number	Dates Employed (mo. & yr.) From:                      To:
	Position Held                      Duties & Responsibilities		
	Annual Salary/Hourly Wage	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Reason for Leaving
<b>4</b>	Employer's Name & Address		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Name & Title of Supervisor	Telephone Number	Dates Employed (mo. & yr.) From:                      To:
	Position Held                      Duties & Responsibilities		
	Annual Salary/Hourly Wage	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Reason for Leaving

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***Thank you for your interest in Twin City Die Castings Company!***

# VOLUNTARY SELF-IDENTIFICATION FORM

## EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

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### TO ALL APPLICANTS:

This company is an ***Equal Opportunity and Affirmative Action Employer***. We request your cooperation in providing the following information which will be used in accordance with statutes and regulations regarding Equal Employment and Affirmative Action. **Providing this information is voluntary.** All information received will be kept confidential. It will remain separate from your employment application and will not be used in any way during the interviewing or hiring process.

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Name \_\_\_\_\_ Today's Date \_\_\_\_\_  
Last First MI Month/Day/Year

Position Applied \_\_\_\_\_

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### GENDER:

\_\_\_\_\_ Male

\_\_\_\_\_ Female

### RACE/ETHNIC CATEGORY: (Check One)

\_\_\_\_\_ White (not of Hispanic origin)

\_\_\_\_\_ Black (not of Hispanic origin)

\_\_\_\_\_ Hispanic

\_\_\_\_\_ Asian or Pacific Islander

\_\_\_\_\_ American Indian or Alaskan Native

**White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East

**Black (not of Hispanic origin):** All persons having origins in any of the Black racial groups of Africa.

**Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**Asian or Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or Indian Subcontinent. This area includes, for example: China, India, Japan, Korea, the Philippine Islands, Samoa.

**American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

### REFERRAL SOURCE:

\_\_\_\_\_ Private employment agency

\_\_\_\_\_ Walk-in

\_\_\_\_\_ Newspaper

\_\_\_\_\_ Employee referral

\_\_\_\_\_ Educational Institution

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ State or Community Agency: Name: \_\_\_\_\_