

# Northern Valley Industries, Inc.

## Job Description: Casual Employee – Production

### Job Title

Casual Employee – Production

Casual employees work as needed to meet production demands.

### Classification

Hourly, Non-Exempt

### Summary of Job Tasks/Essential Functions

- Report to supervisor for job assignment and to communicate production-related information
- Package and/or assemble parts according to directions
- Use various machines, pneumatic tools, and/or hand tools to accomplish assigned tasks
- Inspect work
- Package and label finished products
- Maintain a clean workstation/area

### Training and Experience

Industrial/production experience preferred but not required

### Knowledge, Skills, and Abilities

- Ability to perform a variety of work tasks with acceptable quality and productivity
- Ability to operate industrial equipment as required (staplers, crimpers, hand drills, rivet guns, etc.)
- Responsible for personal product quality assurance and final inspection
- Basic understanding of equipment in order to identify proper functioning
- Ability to work cooperatively with others
- Ability to correctly identify parts in order to supply materials for tasks
- Effective communication skills to understand work orders and directives from supervisors and to communicate production-related information to coworkers and supervisors
- Ability to properly use personal protective equipment (PPE) and to follow facility safety rules
- Flexibility to move successfully between tasks, work groups, and supervisors

### Physical Requirements

- Ability to operate machinery safely and to expected standards
- Periodic lifting (generally about 40 pounds), bending, twisting, and reaching
- Physical stamina to complete shift
- Mobility to access assigned production areas within facility

### Reports to

Work Supervisor

Operations Manager

# Northern Valley Industries, Inc.

5404 Sherman Street  
Wausau, WI 54401  
715-845-7316  
Fax 715-845-7318

## Application for Employment

Name: _____			
_____ Last	_____ First	_____ Middle	_____
Address: _____		City: _____	State: _____ Zip: _____
Home Phone Number: _____		Mobile Phone Number: _____	
E-Mail Address: _____			

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

Position Applying For: \_\_\_\_\_ Date Available: \_\_\_\_\_

### Education (Start with your current or most recent schooling.)

Name of School	City & State	Number of Years Attended	Diploma or Degree If Degree, List Major

### Employment History (Start with your current or most recent employment.)

1. Name of Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ Supervisor: \_\_\_\_\_
2. Name of Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ Supervisor: \_\_\_\_\_
3. Name of Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ Supervisor: \_\_\_\_\_

## Employment History (Continued)

4. Name of Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ Supervisor: \_\_\_\_\_

(Attach a sheet or use the back of this page for additional employers.)

## References (Do not include relatives.)

1. Reference Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Relationship to You: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

2. Reference Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Relationship to You: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

3. Reference Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Relationship to You: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

## Performance of Job Functions

Are you able to perform the essential functions of the job for which you are applying?  Yes  No

If no, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Any Additional Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Verification

I verify that the statements I have made in this application for employment are true and complete. I understand that if I am hired, any false or incomplete statements in this application will be grounds for immediate discharge. I further acknowledge that if hired, I will be an at-will employee.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your interest in Northern Valley Industries, Inc.

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Wausau, WI 54401  
715-845-7316  
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## Authorization

I, \_\_\_\_\_, authorize Northern Valley Industries, Inc. to obtain  
(Printed Name of Applicant)  
information about me from my previous employers, schools, and references. I authorize my previous  
employers, schools that I have attended, and my references to disclose to Northern Valley Industries, Inc.  
such information about me as Northern Valley Industries, Inc. may request.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you!

# Voluntary Self-Identification Form for Job Applicants

Northern Valley Industries, Inc. is an Equal Opportunity Employer. We are a company that values diversity. As required by law, we must record certain information for Affirmative Action purposes. Completion of this form is **voluntary** but we hope that you will choose to fill it out. The information you give will be kept private and this form will be kept separate from your job application. Refusal to provide this information will have no bearing on your application for employment and will not be used against you in any way. Thank you!

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position applying for: \_\_\_\_\_

**Gender** (Please check one of the options below)  
 Male       Female       I do not wish to answer.

**Race/Ethnicity** (Please check one of the options below corresponding to the ethnic group with which you identify.)

- Hispanic or Latino**  
A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race
- White (Not Hispanic or Latino)**  
A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
- Black or African American (Not Hispanic or Latino)**  
A person having origins in any of the Black racial groups of Africa
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)**  
A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- 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
- American Indian or Alaska Native (Not Hispanic or Latino)**  
A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment
- Two or More Races (Not Hispanic or Latino)**  
All persons who identify with more than one of the above five races
- I do not wish to answer.

## Disability

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to:

- |           |                    |   |                                |
|-----------|--------------------|---|--------------------------------|
| Blindness | Autism             | Bipolar Disorder                              | Post-Traumatic Stress Disorder |
| Deafness  | Cerebral Palsy     | Major Depression                              | Obsessive Compulsive Disorder  |
| Cancer    | HIV/AIDS           | Multiple Sclerosis                            | Intellectual Disability        |
| Diabetes  | Schizophrenia      | Missing or Partially Missing Limbs            |                                |
| Epilepsy  | Muscular Dystrophy | Impairments Requiring the Use of a Wheelchair |                                |

(Please check one of the boxes below.)

- Yes, I have a disability (or previously had a disability).
- No, I do not have a disability.
- I do not wish to answer.

**Reasonable Accommodation Notice:** Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

## Veteran Status

<b>Veteran of the Vietnam-Era</b>	<p>Means a person who: (1) served on active duty in the U.S. military, ground, naval, or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961 and May 7, 1975; or (B) between August 5, 1964 and May 7, 1975 in all other cases; or (2) was discharged or released from active duty in the U.S. military, ground, naval, or air service for a service-connected disability if any part of such active duty was performed (A) in the Republic of Vietnam between February 28, 1961 and May 7, 1975; or (B) between August 5, 1964 and May 7, 1975 in any other location.</p>
<b>Special Disabled Veteran</b>	<p>Means (1) a veteran of the U.S. military, ground, naval, or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans' Affairs for a disability (A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment handicap or (2) a person who was discharged or released from active duty because of a service-connected disability.</p>
<b>Other Protected Veteran</b>	<p>Includes any veteran who served on active duty in the U.S. military, ground, naval, or air service in a war, campaign, or expedition in which a campaign badge has been authorized under laws administered by the Department of Defense.</p>
<b>Recently Separated Veteran</b>	<p>Any veteran who served on active duty in the U.S. military, ground, naval, or air service during the one-year period beginning on the date of such veteran's discharge or release from active duty.</p>
<b>Armed Forces Service Medal Veterans</b>	<p>Includes any veteran who, while serving on active duty in the Armed Forces, participated in a United States military operation for which a service medal was awarded pursuant to Executive Order 12985.</p>

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below.

I identify as one or more of the classifications of protected veterans listed above.

I am not a protected veteran.

I do not wish to answer.

Thank you for your participation!