



MORGAN SMITH INDUSTRIES, LLC

SOLUTIONS, CRAFTSMANSHIP, EXCELLENCE

Morgan Smith Industries - Team Positions

Project Managers

Project Managers, as the title implies, manage the projects that pass through MSI. They coordinate all aspects of the project to ensure timely and quality completion, on budget. This includes fostering communication and exchange of information between all departments, ensuring that deadlines are met, materials are ordered, and that fabrication is scheduled as needed. They also maintain product documentation such as drawings, specifications, purchase orders, contracts, addenda, change orders, RFIs, work and ship tickets, etc. Project Managers serve as a quality check throughout the entire process to ensure both the standards of the client and MSI are being met. They also serve as the liaison with upper level contractors, Project Managers, and the architect.

Designer / Detailers

Designers examine the drawings of the architects and make sure that MSI's interpretation of those drawings matches and stays consistent to the architect's intent. They research materials, methods, and equipment needed to realize the project. Designers coordinate getting sample materials for specialty aspects of projects as well as getting quotes and estimates on subcontracting very specialized aspects of projects. They work closely with the Project Manager to ensure details are not overlooked and the project is fully realized to the client's vision. Designers also do computer visualization of projects using 3D CAD and rendering software. Designers also create shop drawings as needed.

Engineers / CAD Draftspersons

Engineers take the work of the Designers and turn that information into practical and workable plans and drawings that can be realized to create the final product. Using AutoCad and their knowledge of MSI construction methods and their knowledge in math, geometry and materials, they form the design into a workable and buildable structure. They create drawings and optimizations for the computerized saws and CNC machines. They also work very closely with the craftspersons fabricating the product to ensure all quality needs are met and tackle challenges and make adjustments as necessary. Finally, Engineers also create and revise shop drawings.

AutoCad / Microvellum Operators

AutoCad / Microvellum Operators use the software programs AutoCad, Microvellum, and Excel to create custom casework and furniture engineering drawings. These operators are a specialized division of CAD draftspersons that use their skills to create custom casework (cabinetry), custom contract furniture, countertops (solid surface, plastic laminate, stone, stainless steel and epoxy) as well as all select, recommend, and assign all hardware associated with these items, such as drawer pulls, drawer glides, hinge assemblies, locking mechanisms and specialized cabinetry hardware.

Carpenters / Cabinet Makers / Millworkers

These are the men and women that take all the advance work of the Project Manager, the Designer, the Microvellum Operator, and the Engineers and actually craft the product using the required tools and materials. These craftspersons use wood, plastic laminate, solid surface material, ployresin plastics, and an assortment of materials to create the final product. Using their fine craftsmanship, attention to detail, knowledge of materials and construction and steady hand and keen eye, they take the product the final step from paper to reality. A strong understanding of measuring systems, mathematics, geometry, and tools is needed by these artists.

MORGAN SMITH INDUSTRIES, LLC - EMPLOYMENT APPLICATION

Personal Information

| | | |
|--------------------------------|---------------------------------|-------------|
| Name: | | |
| Street Address: | | |
| City: | State: | Zip: |
| Home Phone Number: | Cellphone Number: | |
| Email Address: | | |
| Social Security Number: | Driver's License Number: | |

Employment Desired

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|--|-------------------|---------------|-------------|--------------|
| Position Applied for: | | | | |
| How did you hear about this position: | | | | |
| Date available for work: | Day of wk: | Month: | Day: | Year: |
| Desired Hours: | | | | |

Education

| | | | |
|--------------------|------------------------|------------------------|------------|
| High School | Name: | City: | St: |
| | Degree/Diploma: | Year Graduated: | |

| | | | |
|------------------------------|-------------------------|------------------------|------------|
| Undergraduate College | Name: | City: | St: |
| | Degree/Diploma: | Year Graduated: | |
| | Course of Study: | | |

| | | | |
|-------------------------------|-------------------------|------------------------|------------|
| Graduate/ Professional | Name: | City: | St: |
| | Degree/Diploma: | Year Graduated: | |
| | Course of Study: | | |

| | | | |
|--------------|-------------------------|------------------------|------------|
| Other | Name: | City: | St: |
| | Degree/Diploma: | Year Graduated: | |
| | Course of Study: | | |

Training, Certifications, and other Experience and Qualifications

Other seminars, classes, or other education not listed above that may help qualify you for this position:

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List any professional, trade, business, or civic activities and offices held. You may exclude membership that would reveal gender, race, religion, national origin, age, disability, or any other protected status:

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Identify any other formal job training that relates to this position:

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Identify what skills or certification you possess related to this position:

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If you are hired, what value would you add to Morgan Smith Industries, LLC?

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Describe what you believe are the most unique features of your work history:

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Employment History

List below all present and past employers over the past ten years, starting with your most recent employer. Account for all periods of unemployment. Please complete this section even if attaching a resume.

CURRENT EMPLOYER

May we contact your current employer?

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|-------------------|-----|------|------------------------------|
| Employer Name: | | | <u>EMPLOYMENT</u> |
| Address: | | | |
| City: | St: | Zip: | Start: |
| Telephone number: | | | End: |
| Supervisor: | | | <u>COMPENSATION - SALARY</u> |
| Position(s): | | | Start: |
| | | | End: |
| | | | <u>COMPENSATION - HOURLY</u> |
| | | | Start: |
| | | End: | |

Essential job functions of final position:

What value did you add to this company or its customers?

Reason (s) for leaving:

| | | | |
|-------------------|-----|------|---------------------|
| Employer Name: | | | EMPLOYMENT |
| Address: | | | |
| City: | St: | Zip: | |
| Telephone number: | | | COMPENSATION |
| Supervisor: | | | |
| Position(s): | | | Start: |
| | | | End: |

Essential job functions of final position:

What value did you add to this company or its customers?

Reason (s) for leaving:

| | | | |
|-------------------|-----|------|---------------------|
| Employer Name: | | | EMPLOYMENT |
| Address: | | | |
| City: | St: | Zip: | |
| Telephone number: | | | COMPENSATION |
| Supervisor: | | | |
| Position(s): | | | Start: |
| | | | End: |

Essential job functions of final position:

What value did you add to this company or its customers?

Reason (s) for leaving:



| | | | |
|-------------------|-----|------|---------------------|
| Employer Name: | | | EMPLOYMENT |
| Address: | | | |
| City: | St: | Zip: | |
| Telephone number: | | | COMPENSATION |
| Supervisor: | | | |
| Position(s): | | | Start: |
| | | | End: |

Essential job functions of final position:

What value did you add to this company or its customers?

Reason (s) for leaving:



| | | | |
|-------------------|-----|------|---------------------|
| Employer Name: | | | EMPLOYMENT |
| Address: | | | |
| City: | St: | Zip: | |
| Telephone number: | | | COMPENSATION |
| Supervisor: | | | |
| Position(s): | | | Start: |
| | | | End: |

Essential job functions of final position:

What value did you add to this company or its customers?

Reason (s) for leaving:

Additional Information

Have you ever been employed by Morgan Smith Industries, LLC before? If yes, when?

Do you have any friends or relatives employed by Morgan Smith Industries, LLC? If yes, please provide their names and relationship to you:

If hired, can you provide proof of US citizenship or proof of your legal right to work in the US?

Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation?

If hired, are there any accommodations Morgan Smith Industries, LLC would need to provide so that you can perform all those essential functions and duties of the position being applied for? If yes, please explain:

If driving is a requirement of the position applied for, have you in the last seven years been convicted of Driving Under the Influence ("DUI")?

If hired, do you have a reliable means of transportation to and from work?

If hired, would you be able to travel and work overtime as needed?

Special Statements

Please carefully read each of the following statements and indicate acknowledging and your understanding of each statement:

Equal Employment Opportunity Statement

Morgan Smith Industries, LLC is committed to the principles of equal employment and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State, and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. Morgan Smith Industries, LLC desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age, or any other status protected by Federal, State, or local laws. Morgan Smith Industries, LLC will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for Morgan Smith Industries, LLC.

Discrimination and Sexual Harassment Policy Statement

Morgan Smith Industries, LLC will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including, termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Disclosure to Applicants Concerning Drug/Alcohol Testing

If you are offered a position with Morgan Smith Industries, LLC, you may be given a drug and/or alcohol test as a condition of employment. Your refusal to timely submit to a drug and/or alcohol test or your failure to pass a test means you will not be employed by Morgan Smith Industries, LLC. Neither the Collector of specimens nor the Medical Professional who reviews the test results will be a Morgan Smith Industries, LLC employee. The test results will be kept confidential. The individual undergoing the testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

Complete and Accurate Information

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers provided by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

At-Will Employment

I understand and agree that if I am employed, my employment will be At-Will, which means that Morgan Smith Industries, LLC may terminate the employment relationship at any time, with or without cause or without notice. Likewise, Morgan Smith Industries, LLC will respect my right to terminate my employment at any time, with or without cause or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superseded and that no promise or that no representation contrary to the foregoing is binding on Morgan Smith Industries, LLC unless made in writing and signed by an authorized Morgan Smith Industries, LLC's President.

Testing Authorization

If offered a position with Morgan Smith Industries, LLC, I hereby agree to any legally permitted physical, physiological, skill, drug, or medical test required by Morgan Smith Industries, LLC as a condition of employment or from time-to-time as requested.

Investigation Authorization

I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references, and other background checks. By applying for this position, I also authorize post-hire investigation into my credit, driving, and criminal background.

Company Obligation

I understand and agree that Morgan Smith Industries, LLC's acceptance of this Employment Application does not mean that a position for which I am qualified is open or that Morgan Smith Industries, LLC has agreed to employ me. I understand that Morgan Smith Industries, LLC is under no obligation to hire me as the result of accepting this completed Employment Application.

I HAVE READ AND UNDERSTAND EACH OF THE ABOVE STATEMENTS AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY MORGAN SMITH INDUSTRIES, LLC.

Signature

Date