

Job Title: Order Puller
Department: Warehouse

SUMMARY: Responsible for pulling orders accurately in accordance with the correct purchase order and manually process all heavy orders in preparation for proper shipment by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Responsible for processing all truck and small package orders and pulling the correct order in accordance with the correct shipping time.
- Prepares all orders and delivers the load to the shipping area.
- Wraps protective material around product.
- Packs special arrangements or selections of products.
- Verifies materials, products, and containers at each step of shipping process.
- Records information such as product and date processed.
- Inspects and drives tow motor.
- Responsible for complying with the company's Environmental Policy Manual, applicable work instructions and reporting any environmental nonconformance and/or potential nonconformance to supervision or management.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); or one year related experience and/or training; or equivalent combination of education and experience.

Please submit application to jennifer.suitor@caplugs.com

Or return to:
HR @ Caplugs
2150 Elmwood Ave
Buffalo, NY 14207

Employment History

Provide the following information of your past and current employers, starting with the most recent. If you need additional space, please continue on a separate sheet of paper.

Employer	Dates Employed		Summarize the Type of Work Performed and Job Responsibilities
	From	To	
Address			
Telephone			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			

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Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			

References

List name and telephone number of three business/work references who are *not* related to you and not previous supervisors.

1. _____

(Name)
(Telephone #)
2. _____

(Name)
(Telephone #)
3. _____

(Name)
(Telephone #)

Education

	Name & Address of School	Number of Years Completed	Did You Graduate?	Course of Study/ Degree Received
Grammar School				
High School				
College				
Other (Specify)				

Additional Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with Caplugs/Mokon is true, complete and correct.

I expressly authorize, without reservation, Caplugs/Mokon, its representatives, employees or agents to contact and obtain information from all references, employers, public agencies, licensing authorities and educational institutions and to verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that Caplugs/Mokon does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Caplugs/Mokon is of an "at will" nature, which means that if I am hired I am free to resign at any time, with or without cause, and without prior notice. Caplugs/Mokon reserves the same right to terminate my employment at any time, with or without cause and without prior notice.

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I also understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect will be sufficient cause to cancel further consideration of this application or immediately discharge me from employment with Caplugs/Mokon whenever it is discovered.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement

Signature of Applicant: _____

Date: ____ / ____ / ____