



Muncie Novelty / Indiana Ticket Co., Inc. / InGate Solutions
9610 N ST RD 67 • Muncie, IN 47303
www.indianaticket.com • www.muncienovelty.com • www.ingatesolutions.com
HR@muncieneovelty.com

Thank you for your interest in Muncie Novelty and Indiana Ticket

Muncie Novelty and Indiana Ticket, in partnership with the WorkOne Centers of Eastern Indiana, assess all individuals in WorkKeys as a part of our hiring process. We take tremendous pride in the products we produce and in our workers that make it all possible.

As a manufacturer for the ticket and gaming industry, Muncie Novelty and Indiana Ticket have been industry leaders for over 70 years. We specialize in Point of Sale Thermal Tickets, Roll & Redemption Tickets, Wristbands, Jar Tickets and Breakopens. To learn more about our organization, visit our website at <http://www.muncienovelty.com>.

As an applicant, you will need to schedule your WorkKeys assessment at the Muncie/Delaware County WorkOne Center located at 201 E. Charles Street, Muncie Indiana. Prior to being scheduled for WorkKeys, you will need to register for services at your local WorkOne Center. The WorkOne Center is open Monday through Friday from 8am to 4:30pm (staff are not available for registration on Thursday mornings from 8am-10am). You will need to bring a driver's license or any proof of your date of birth.

WorkKeys is a job skills assessment system measuring “real world” skills critical to job success. You will be assessed in the four areas listed below, and will need to meet the level indicated to move forward in the hiring process:

Applied Mathematics 3
Reading for Information 3

Locating Information 4
Observation 4

Individuals that do not meet the levels required are encouraged to visit their local WorkOne Center and receive assistance increasing their WorkKeys scores. Those who reassess can submit their new scores for consideration for future job opportunities.

Visit the WorkOne Center on-line at <http://www.Work-One.org>

WorkOne

Grow Your Skills and Reach Your Potential

Worker and Job Seeker Services

- Work Registration assistance
- Computer Labs can be accessed at no charge.
- Comprehensive Assessment to help you learn what you need to get the job you want
- Employment Related Counseling
- Employment Plan Development to assist in planning and training for your job search.
- Staff Support to assist you with your training and job search.
- Short-Term Pre-Vocational Services to help get you job ready.
- Career Counseling for career change or advancement plan assistance.
- Intensive Job Development includes structured planning for specific jobs

Blackford County WorkOne Express

130 I N. High Street, Suite B Hartford City, IN 47348
Phone: (765) 348-4928
Fax: (765) 348-9930

Delaware County WorkOne Center

201 E. Charles Street, Suite 140 Muncie, IN 47305
Phone: (765) 289-1861
Fax: (765) 741-5853

Fayette County WorkOne Express

710 Eastem Ave.
Connersville, IN 47331
Phone: (765) 825-3191
Fax: (765) 825-8659

Henry County WorkOne Express

1416 Broad Street, Suite 125
New Castle, IN 47362
Phone: (765) 529-3010
Fax: (765) 521-7779

Randolph County WorkOne Express

325 S. Oak Street, Suite 301 Winchester, IN 47394
Phone: (765) 584-5627
Fax: (765) 584-2536

Rush County WorkOne Express

103 N. Morgan Street
Rushville, IN 46173
Phone: (765) 932-5921
Fax: (765) 938-4127

Wayne County WorkOne Center

3 771 South "A" Street
Richmond, IN 47374
Phone: (765) 962-8591
Fax: (765) 966-3431

Jay County WorkOne Express

107 S. Meridian
Portland, IN 47371
Phone: (260) 726-8316
Fax: (260) 726-8431

The WorkOne System is an equal opportunity employer and does not discriminate in the programs and services offered. Auxiliary aids and services are available upon request to individuals with disabilities.

Call (800) 743-3333 for TDD/TTY relay service



Step 1

Towards Employment...

Read and follow these instructions carefully

Thank you for your interest in employment at Muncie Novelty / Indiana Ticket Company. Please read this information carefully, as it will assist you with questions you may have.

The standard workweek for entry-level positions ranges from 34.5 to 40 hours; however, the ability to work overtime when and as needed is an essential function of all production, stock and clean-up positions.

Entry-level production positions require a combination of duties including machine operation, packaging, and inspection. Entry-level employees must demonstrate the ability to meet production quotas after a reasonable amount of training.

Entry-level stock and clean-up positions require the ability to perform a considerable amount of heavy lifting. Equipment use includes manual pallet jacks, electric lift trucks, and tow motors.

All entry-level positions require the ability to achieve both speed and accuracy in performance of duties.

Entry-level pay rate is \$10.50 per hour. There are 3 twenty-five cent raises during the first year, one each 90 days. Entry-level employees hired for third shift positions will receive a shift premium of 25 cents per hour. After one year, pay rate is dependent on job classification. Employees with more than 90 days of service are eligible for a monthly incentive rate in addition to their base rate. **All pay raises are subject to satisfactory job performance.**

Entry-level employees are considered probationary employees for 90 calendar days. Should you be offered a position, you will be provided with a set of probationary employee guidelines.

The Company offers health, life, and disability insurance after 90 calendar days of employment. Life and disability insurance are provided at no cost, and the Company will pay \$479.38 towards the monthly health insurance premium of the plan of each employee's choice.

When completing the application, please be neat and complete. Answer all questions. Be sure to list days and hours you are unable to work. List your education and employment records accurately. You must read and sign the Applicant's Statement and Agreement on the final page. Failure to complete the application may result in the application being rejected. If assistance is needed, it will be provided upon request.

Applicants chosen for interviews will be asked provide references from a previous employer. Having name(s), addresses and phone numbers of previous employer references available at the interview is helpful. Applicants whom are unable or unwilling to supply employer references may be disqualified.

Applications will remain active for 90 days. Applicants should call to update contact information if the information changes during the 90 day active period.

Otherwise, phone calls to check the status of active applications are strongly discouraged.

If an applicant is offered a position, there are **two post-offer screens**.

- A background check could result in disqualification.
- The applicant will be required to successfully complete a job-related post-employment physical and drug screen for the position being offered.

Beginning work or continuing work is contingent upon satisfaction of post-offer screens.

KEEP THESE INSTRUCTIONS FOR REFERENCE

Muncie Novelty/Indiana Ticket Company Shift availability

General:

As in most manufacturing facilities, 1st shift typically is filled through seniority. This means that most availability is on either 2nd or 3rd shifts.

It is helpful to be available for as many shifts as possible.
Placement on any shift, job assignment, and work schedules are subject to change.

Overtime is required as production schedules dictate.

Some positions require training on 1st shift. Training is typically 3 to 6 weeks in length.
Most shifts have a 1/2-hour non-paid lunch break.

Example Shifts

**These are examples, not a complete list of possible shifts
The ability to work overtime when and as needed is an essential function
of all production, stock and clean-up positions**

3rd shift

- #1. 11:30PM - 7:30AM Sunday through Friday. 7.5 hours per day, 37.5 hours per week.
- #2. 10:00PM - 6:00AM Sunday through Thursday. 37.5 hours per week.

2nd shift

- #3. 3:30 PM - 11:30 PM Monday through Friday. 7.5 hours per day, 37.5 hours per week.
- #4. 4:00 PM - 12:15AM Monday through Friday. 7.75 hours per day, 38.75 hours per week.

1st shift

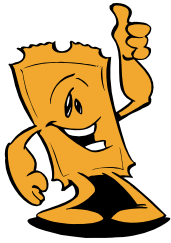
- #5. 7:30AM - 3:30PM Monday through Friday. 7.5 hours per day, 37.5 hours per week.
- #6. 7:30AM - 3:45PM Monday through Friday. 7.75 hours per day, 38.75 hours per week.

Other shifts

- #7. 6:00PM to 4:30AM X 4 days. 40 hours per week.
- #8. 7:15PM to 5:45AM X 4 days. 40 hours per week.
- #9. 6PM to 6AM X 3 days. 34.5 hours per week.



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Step 2

APPLICATION FOR EMPLOYMENT

PERSONAL

Name: _____
Last First Middle

Address: _____

Telephone: _____ SSN: _____

Position Applied for: _____ Date Available: _____

Compensations or Salary Requirements: _____

How were you referred to Muncie
Novelty / Indiana Ticket ("MN / IT"): _____

Have you ever applied to or been employed by MN / IT? Yes No

If so, where and when _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you legally authorized to work in the U.S.? Yes No

Will you now or in the future require sponsorship for employment visa status?
Proof of citizenship or immigration status will be required upon employment. Yes No

Is your legal age at least 18? Yes No

If you are under 18 years of age, can you provide required
proof of your eligibility to work? Yes No

Have you ever pled guilty to, or been convicted of a crime (other than a minor traffic violation) that has not been expunged by a Court? Yes No
 (A guilty plea to or conviction of a crime is not an automatic bar to employment; all circumstances will be considered.)

If so, state the nature of the crimes as well as the dates and locations of the plea or conviction.

Type of School	Name & Location of School	Graduated		Course of Study	Type of Degree And Major
High School		Yes	No		
College and Graduate School		Yes	No		

SPECIAL SKILLS

Are there any other skills or qualifications which would assist you in your employment with Company?

EMPLOYMENT

List all employment, cooperative, military or summer work experience since the age of 18, including periods of self employment. Give past employment as completely as possible, starting with your present or most recent employer. Do not skip or omit any employment, including the information sought on this application. For any period of unemployment or self employment, show dates and explain. If you need additional space, please continue on a separate piece of paper.

1.

Employer: _____	Position Title: _____	Employed
_____	Okay to Contact	From: _____ To: _____
Address: _____	Yes No	Base Salary: _____
_____	Duties: _____	Bonus or Commission: _____
Reason for Leaving: _____	_____	_____
_____	_____	Total Annual Compensation: _____
_____	_____	_____
_____	_____	Supervisor: _____
_____	_____	Telephone: _____
_____	_____	_____

2.

Employer: _____	Position Title: _____	Employed
_____	Okay to Contact	From: _____ To: _____
Address: _____	Yes No	Base Salary: _____
_____	Duties: _____	Bonus or Commission: _____
Reason for Leaving: _____	_____	_____
_____	_____	Total Annual Compensation: _____
_____	_____	_____
_____	_____	Supervisor: _____
_____	_____	Telephone: _____
_____	_____	_____

3.

Employer: _____	Position Title: _____	Employed

Address: _____	Okay to Contact	From: _____ To: _____
_____	Yes No	Base Salary: _____
Reason for Leaving: _____	Duties: _____	Bonus or Commission: _____
_____	_____	_____
_____	_____	Total Annual Compensation: _____
_____	_____	_____
_____	_____	Supervisor: _____
_____	_____	_____
_____	_____	Telephone: _____

REFERENCES

1.	()	
	Name	Phone #
	Address	
2.	()	
	Name	Phone #
	Address	
3.	()	
	Name	Phone #
	Address	

WorkKeys ASSESSMENT

Have you completed a WorkKeys Assessment? Yes No

APPLICANT'S STATEMENT AND AGREEMENT

Read carefully before signing this Application for Employment.

1. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. You are also hereby authorized to make any investigation of my personal history and financial and credit record either directly or through any investigative or credit agencies or bureaus of your choice.
2. This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should complete an additional application.
3. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that I may resign at any time and the Company may discharge me at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by President of the MN / IT.
4. I understand that statements contained in policies, practices, handbooks and other Company materials do not create any contract, express or implied, or guarantees of employment or continued employment. I understand that the Company has an absolute and unconditional right to modify, amend or terminate policies, practices, benefit plans and other MN / IT programs as it sees fit.
5. I understand that any offer of employment will be contingent upon my passing any pre-employment screening procedures required, including but not limited to a criminal background check, job-related physical, and post-offer, pre-employment drug screening procedure. By signing this application, I expressly consent to these procedures.
6. In the event of employment, I hereby certify that the facts set forth in my application for employment are true, accurate, and complete. I understand that Muncie Novelty / Indiana Ticket is relying on me to provide true, accurate, and complete information and that any employment decision is based upon these representations. If employed, I understand that false, misleading, or incomplete information or omissions, as determined in the Company's sole discretion, in my application, resume, or interview(s) may result in termination, whenever discovered, and that the Company shall not be liable in any respect if any employment is so denied or terminated because of such false, misleading or incorrect statements, answers or omissions made by me.
7. I hereby acknowledge, by my signature below, that I have read or have had read to me Paragraphs 1, 2, 3, 4, 5, and 6 above, and that I understand the meaning and intent of this information.

Signature

Date of Signature



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1.800.428.8640

fax 1.765.381.1139

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HR@muncieneovelty.com

Pull Tabs • Tip Books • Jar Tickets • Roll Tickets • Wrist Bands Event Tickets • P.O.S. Tickets • Redemption Tickets

Notice to Job Applicants and Employees

We believe that it is important for you as a job applicant or current employee of the Company to understand the nature of the work we do and the types of products that you will likely handle in the course of employment with the Company.

- Muncie Novelty manufactures items such as break-open tickets, jar tickets and pull-tab tickets, and Indiana Ticket Company manufactures roll tickets, which may be used for admissions to events, or for raffles or lotteries, or as redemption tickets for prizes at amusement locations or arcades. Customer use of the tickets may involve games of chance, and may be considered gambling.
- Some products produced by the Company may contain visual artwork, such as drawings or cartoon characters, or printed slogans, that might be regarded as sexual or offensive in nature.
- Some products contracted to and produced by the Company are considered Confidential or Proprietary by our customers. Artwork, files or samples, either finished or unfinished, may not be used by you or anyone else except in our workplace in connection with our work, and may not be removed, physically or electronically, from the property without consent of a supervisor. This rule applies even if the item is considered scrap or unusable.

Any individual questions or issues in this regard should always be brought to your supervisor or to Human Resources. However, by accepting employment with the Company, or by choosing to continue your employment with the Company, you understand these facts about the products we produce and acknowledge that your normal job duties will involve producing or handling such items.

Applicant/Employee Acknowledgment:

_____ Date: _____