



Personal Information

Name _____

Address _____

Home Phone (____) _____ Mobile/Other Phone (____) _____ Email _____

Are you a U.S. citizen or do you have the legal right to remain in the U.S., and are you authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation)

- Yes
- No

If under 18, can you furnish a work permit if requested?

- Yes
- No

Employment Desired

Office Position(s) applied for _____

Production Position(s) applied for _____

- Machine Operator
- Painter
- Production Assembler
- Welder
- Shipping and Receiving

Type of employment desired:

- Full-Time
- Flexible/Seasonal
- Internship/Co-Op

How did you hear about this position?

- Walk-in
- Friend/Employee Advertisement
- Company Website
- School
- Other _____

Have you ever applied for employment here, or been employed here before?

- Yes
- No

If applied previously, please provide date(s), position(s), and name (if different) _____

If previously employed here, From_-- If the position requires it, are you willing to work overtime?

- Yes
- No

What date can you start ____ / ____ / ____

What is your desired salary or hourly rate of pay? \$__ Per _____

Can you perform the essential duties of the job in which you wish to be employed, with or without accommodation?

This question is not to elicit information about any disabilities you may have. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed later to the extent permitted by law.

- Yes
- No
- Need more information about the job's "essential duties" to respond

Employment History (list most recent employer first)

Employer	Phone	From	To
Address	May we Contact	Salary	
Name and Title of Immediate Supervisor		Bonus/commission/Other Compensation	
Responsibilities		Position	
Reason for leaving			
What did you like most about your position or employer?			
What did you like least about your position or employer?			

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Responsibilities		Position	
Reason for leaving			
What did you like most about your position or employer?			
What did you like least about your position or employer?			

Explain gaps in your employment, except those due to disability, injury, or personal illness. _____

Education

School	Years Completed	Degree	GPA/Class Rank	Major/Minor
Name Address		<input type="radio"/> Diploma/GED <input type="radio"/> Degree <input type="radio"/> Certification <input type="radio"/> Other		
Name Address		<input type="radio"/> Diploma/GED <input type="radio"/> Degree <input type="radio"/> Certification <input type="radio"/> Other		
Name Address		<input type="radio"/> Diploma/GED <input type="radio"/> Degree <input type="radio"/> Certification <input type="radio"/> Other		

Skills and Qualifications

List special training, skills, licenses, or certifications pertinent to the position for which you are applying. _____

List your computer and/or software skills: (check appropriate boxes and include software titles and years of experience)

- Microsoft Office _____ Years _____
 CAD or Design _____ Years _____
 Other _____ Years _____
 Other _____ Years _____

Please list organizations (professional, trade, etc.) that you belong to which are pertinent to the position you are applying for
 Do not include memberships that would reveal religion, sex, sexual preference, race, color, national origin, country of citizenship, your age, mental or physical disabilities, veteran/reserve, National Guard, or any other protected status

List accomplishments publications awards etc. pertinent to the position you are applying for
 Do not include memberships that would reveal religion, sex, sexual preference, race, color, national origin, country of citizenship, your age, mental or physical disabilities, veteran/reserve, National Guard, or any other protected status

Is there any other job-related information you want us to know about you? _____

Have you ever pled no contest or guilty to, or been convicted of any crime, felony or misdemeanor, or do you currently have a felony charge pending against you?

Answering yes does not necessarily result in being barred from employment. Other factors, for example: the seriousness and nature of the violation, when it occurred, demonstrated rehabilitation, and the position applied for will be taken into consideration.

- Yes
 No

If yes, please provide dates and details _____

References

Name	Title	Relationship to You	Phone #	Number of Years Known
			()	
			()	
			()	

Applicant and Application Statement

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on the application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative."

Signature of Applicant _____

Date ____/____/____

_____ DO NOT WRITE BELOW THIS LINE _____

REMARKS

NEATNESS		CHARACTER		
PERSONALITY		ABILITY		
HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGES

APPROVED 1. _____ 2. _____ 3. _____

EMPLOYMENT MANAGER

DEPARTMENT MANAGER

GENERAL MANAGER