

GENERAL INFORMATION

How Did You Hear Of This Position? _____

Have You Worked With Us Before? () YES () NO - If Yes, When? _____

When Will You Be Available To Start Work? _____

Specify Hours Desired: Part time () or Full Time ()

Sun: _____ Mon: _____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____

Expected Starting Rate of Earnings: \$ _____ per hour or \$ _____ per week

EDUCATIONAL HISTORY

Did you graduate from High School? () YES () NO

Name of High School: _____ City: _____ State: _____

If you did not graduate from High School, do you have a G.E.D. diploma: () YES () NO

Do you have any college education? () YES () NO – Years Complete: 1 2 3 4 5

Name of Collage: _____ City: _____ State: _____

Did you graduate? () YES () NO Associates (); Bachelors (); Masters ()

What was your major/minor/area of study? _____

Do you have any Trade School education? () YES () NO

Name of Trade School: _____ City: _____ State: _____

Did you graduate? () YES () NO

What was your course of study? _____

Explain any other specialized training, schooling you have received which are applicable to the position for which you are applying? _____

PERSONAL and/or PROFESSIONAL REFERENCES (MINIMUM OF 3. Do Not List Relatives.)

Name	Relationship	Phone
(1) _____	_____	() _____
(2) _____	_____	() _____
(3) _____	_____	() _____

CURRENT AND PREVIOUS EMPLOYMENT

May We Contact Your Previous Employers? () YES () NO

May We Contact Your Current Employer? () YES () NO

List in Reverse Order Beginning With Your Most Recent or Present Employer:

1. Company: _____

Address: _____

Phone Number: () _____ Salary/Pay Rate: _____

Position (Job/Title) _____ Dates (From – To) _____

What was the reason you were separated from this employer: **(check only one)**

Voluntary Quit _____ Fired _____ Lack of Work _____

Supervisor's Name & Title _____

2. Company: _____

Address: _____

Phone Number: () _____ Salary/Pay Rate: _____

Position (Job/Title) _____ Dates (From – To) _____

What was the reason you were separated from this employer: **(check only one)**

Voluntary Quit _____ Fired _____ Lack of Work _____

Supervisor's Name & Title _____

3. Company: _____

Address: _____

Phone Number: () _____ Salary/Pay Rate: _____

Position (Job/Title) _____ Dates (From – To) _____

What was the reason you were separated from this employer: **(check only one)**

Voluntary Quit _____ Fired _____ Lack of Work _____

Supervisor's Name & Title _____

Please account for your time if there are any gaps in your employment record: _____

MILITARY **NONE** - If none, please check box and ship this section.

Branch: _____

Duties relevant to the position for which you are applying: _____

Questions in this area are to be answered **ONLY IF THE BOX IN FRONT OF THE QUESTION HAS BEEN CHECKED.** A check indicates the information is needed for a bona-fide job qualification.

GENERAL

- [√] Are You 18 Years of Age or Older? () YES () NO (if NO, hire is subject to minimum legal age verification.)
- [√] Do You Have A Legal Right To Work In The U.S.? () YES () NO
- [√] Can You Perform The Job Duties Of The Position You Are Applying? () YES () NO
- [√] Are You Willing to Work Any Shift Required of You? () YES () NO
- [√] Are You Willing To Work During Lunch If Required? () YES () NO
- [√] Are You Willing To Work Evenings or Weekends If Required? () YES () NO
- [√] Are You Willing To Work Holidays if Required? () YES () NO
- [√] Are You Willing To Work Overtime If Required? () YES () NO
- [√] Your Job May Require You To Lift Up to 25/50/75+ lbs. Can You Perform This Job Duty For The Position You Are Applying? () YES () NO If NO, Explain: _____
- [√] Have You Ever Been Convicted of A Felony? () YES () NO
If YES, List Convictions & Dates: _____
(Such convictions will not absolutely bar employment, but will only be considered in relation to specific job requirements.)

ADMINISTRATIVE

- [√] Are You A Notary Public? () Yes () NO
- [√] How Many Words Per Minute Do You Type ? _____ WPM
- [√] With What Type Of Word Processing And Computer Software Do You Have Experience?

- [√] With What Other Office Machines and Phone Systems Are You Familiar? _____
- [√] Have You Ever Managed People? () YES () NO
- [√] Have You Ever Had The Responsibility To Progressively Discipline A Subordinate or Discharge A Subordinate? () YES () NO

OTHER

- [√] Do You Have Reliable Transportation To Work? () YES () NO
- [√] Are You Willing To Use Your Vehicle In the Performance Of Your Job? () YES () NO
- [√] What Kind of Vehicle Do You Drive? Year _____ Van _____ Pick-Up _____ Other _____
- [√] Do You Have A Chauffeurs License? () YES () NO
- [√] Do You Have A CDL License? () YES () NO
- [√] How Many Points Are Currently On Your Driving Record? _____ PTS
- [√] Have You Ever Been Convicted Of Driving While Impaired, O.U.I or Reckless Driving?
() YES () NO If YES, Explain: _____
- [√] Have You Ever Been Involved In An Accident Where You Were At Fault? () YES () NO

Applicant: Please Read and Sign Below

“ At-Will” Employment

I am aware that this application does not in any way constitute a contract or agreement of any kind. I agree, and I am fully aware if I am employed that my employment and my compensation may be terminated at anytime, with or without reason and with or without prior notice by either me or this employer. I am aware that no supervisor, manager, or other representative of this employer other than the President has any authority to enter into any employment agreement with me for any reason or for any specific period of time, or to make any agreement contrary to the foregoing provision; and further, that any such agreement must be made in writing by the President. I submit that the information provided by me in this application for employment is true and complete. I am aware that if I am employed, any false, missing, or even misleading statements submitted on this application may be considered as reason for possible discipline up to and including immediate discharge.

Pre-Employment Testing

As an applicant of this Company, I am fully aware and understand that the Department of Labor permits non—remunerated pre-employment testing. I am aware that I may be reviewed and tested and not paid for any review/ test period required by this Company. I am also aware and understand that I am NOT an employee of this Company during this review/testing period and that I am NOT performing work or services, in any way. If I have been determined to have passed my pre-employment review/testing period, as solely determined by management, and then received and accepted an offer of employment from this Company, only then will I be considered an employee and my remuneration begins at that time.

Non-Compete/Non-Disclosure Agreement

I am fully aware, completely understand and agree, that I am hired, one of the conditions of employment will be that I conform to the non-compete and non-disclosure policies of the Company.

Signature of Applicant

Date

Full Name of Applicant (PRINT)

Social Security Number



Applicant: Please Read and Sign Below

Records Release

To Whom It May Concern:

I request that my employment records be released to the bearer of this agreement; Mid-States Bolt & Screw Co. I release all of my previous employers of any and all liability related to the disclosure of any information regarding my employment history provided to the bearer of this document.

Mid-States Bolt & Screw Co. is also authorized to conduct an investigation of my personal history, motor vehicle history, medical history, police and criminal record, and/or credit and financial records employing investigative or credit agencies or bureaus of their choice.

I waive all rights and agree to hold harmless of any damages the entities involved in providing such information and the Company receiving this information; Mid-States Bolt & Screw Co.

Signature of Applicant

Date

Full Name of Applicant (PRINT)

Date of Birth

Driver's License #