

**\*\*\*\*\* Mid-States Bolt & Screw Company \*\*\*\*\***

**On-Line Application for Employment**

NOTICE TO APPLICANTS: Federal and State Law require that all applicants be considered without regard to race, religion, color, sex, age, or national origin. This Company is an Equal Employment Opportunity Employer.

**FOR THIS APPLICATION TO BE CONSIDERED, YOU MUST FILL IN ALL INFORMATION. DO NOT LEAVE ANY AREAS BLANK EVEN IF YOU HAVE A RESUME.**

**MISREPRESENTATION OF ANY FACT OR QUALIFICATION ON THIS APPLICATION, YOUR RESUME, OR DURING A PRE-EMPLOYMENT INTERVIEW, MAY BE REASON FOR DISCHARGE SHOULD YOU BECOME EMPLOYED BY THE COMPANY.**

NAME \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

PRESENT ADDRESS \_\_\_\_\_  
(NUMBER) (STREET)

\_\_\_\_\_  
(CITY) (STATE) (ZIP)

TELEPHONE NUMBER ( ) \_\_\_\_\_

POSITION FOR WHICH APPLYING: \_\_\_\_\_

E-Signature: \_\_\_\_\_ Date \_\_\_\_\_

**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 College: \_\_\_\_\_ 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 \_\_\_\_\_ **Retired** \_\_\_\_\_

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 \_\_\_\_\_ **Retired** \_\_\_\_\_

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 \_\_\_\_\_ **Retired** \_\_\_\_\_

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: \_\_\_\_\_

**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 Your 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 that if I am employed that my employment and my compensation may be terminated at any time, with or without reason and with or without prior notice by either me or this employer. I am aware that no supervisor, manager, or another 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 a 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 none—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 begin at that time.

### **Non-Compete/Non-Disclosure Agreement**

I am fully aware, completely understand and agree, that if 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.

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Full Name of Applicant

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Date