

## Application for Employment

Pre-employment Questionnaire - An Equal Opportunity Employer

Application Date:

Personal Information				
NAME:	LAST	FIRST	MIDDLE	
ADDRESS:	STREET	CITY	STATE	ZIP
PHONE:				
Are you 18 years or older?		<input type="checkbox"/> Yes <input type="checkbox"/> No		SOCIAL SECURITY No.:
Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration Status? <input type="checkbox"/> No <input type="checkbox"/> Yes				
Employment Desired				
POSITION APPLYING FOR:			DATE AVAILABLE TO START:	
ARE YOU CURRENTLY EMPLOYED: <input type="checkbox"/> Yes <input type="checkbox"/> No			SALARY DESIRED:	
IF CURRENTLY EMPLOYED, MAY WE CONTACT YOUR EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No				
HAVE YOU EVER APPLIED TO METALFAB BEFORE? <input type="checkbox"/> No <input type="checkbox"/> Yes <span style="float: right; font-size: small;">If YES, indicate when and position applied for:</span>				
REFERRED BY:				
Education	Name and Location of School	Years Attended	Graduated? Y or N	Subjects Studied
Grammar School				
High School				
College				
Trade or Other				
Employment <span style="font-size: small;">starting with the most recent, List your last three employers</span>				
Dates Employed	Name and Address of Employer	Salary	Position	Reason for Leaving

<b>References</b> <i>provide three references you have known at least one year (no relatives)</i>				
Name	Address	Phone	How Associated	Years Acquainted
Name	Address	Phone	How Associated	Years Acquainted
Name	Address	Phone	How Associated	Years Acquainted
<b>General</b>				
List any special skills that may assist you in the position applied for:				
List any special areas of study or research work:				
List extracurricular activities (volunteer, athletic, etc.)				
U.S. Military Service:		RANK	Are you currently a member in National Guard or Reserves: <input type="checkbox"/> Yes <input type="checkbox"/> No	

"I certify that all the information submitted by me on this application is true and complete and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. I understand that the references provided above may or may not be contacted. In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without notice, at any time by the company. I understand that no company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_  
Date

Thank you for your application. Do not write below this line.

<b>For Company Use Only</b>	
Interviewed by:	Date:
Remarks:	
Neatness:	Skills/Ability for Position:
Hired <input type="checkbox"/> Yes <input type="checkbox"/> No	Position:
Salary/Wage:	Dept.:
Start Date:	
Approved (sign) <span style="float: right;">Employment Manager</span>	Department Manager