



**EMPLOYMENT
APPLICATION**

MACHINE SPECIALTY & MANUFACTURING INC.

Position applying for: _____

Machine Specialty & Manufacturing, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

EMPLOYEE INFORMATION

DATE: _____

Name: _____

Last

First

Middle

Telephone: _____ Email: _____ Alternate Telephone: _____

Address: _____

Referred by: _____

Are you able to perform the essential functions of the position with or without accommodations?

Yes _____ No _____

I am legally eligible for employment in the U.S.?

Yes _____ No _____

Are you employed now? Yes _____ No _____

If so, may we contact your present employer?

I will be able to report to work _____ days after being notified I am hired.

If necessary for the job, I am able to:

Work Overtime? Yes _____ No _____

Provide a valid Driver's License? Yes _____ No _____

If so, fill out the following: Issuing State: _____

Type of endorsement(s): _____

Applied to this company before? Yes _____ No _____

Salary Desired _____

Are you seeking a permanent position? Yes _____ No _____

Do you have reliable transportation? Yes _____ No _____

EDUCATION

High School Graduate or General Education (GED) Test Passed? Yes _____ No _____ If no, list the highest grade completed _____

	Institution Name	Years	Field of Study	Graduate or degree
High School				
College/University				
Business/Technical				
Additional				

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

EMPLOYMENT HISTORY

Please list your work experience for the past 10 years beginning with your most recent job held. If you were self-employed, give firm name. Attached additional sheets if necessary.

Employer Name and Address	Position title/duties, skills:	Start Date:	End Date:
		Reason for leaving:	
Pay: \$			
Per:		Supervisor:	Telephone:
Employer Name and Address	Position Title/duties, skills:	Start Date:	End Date:
		Reason for leaving:	
Pay: \$			
Per:		Supervisor:	Telephone:
Employer Name and Address	Position Title/duties, skills:	Start Date:	End Date:
		Reason for leaving:	
Pay: \$			
Per:		Supervisor:	Telephone:
Employer Name and Address	Position title/duties, skills:	Start Date:	End Date:
		Reason for leaving:	
Pay: \$			
Per:		Supervisor:	Telephone:
Employer Name and Address	Position title/duties, skills:	Start Date:	End Date:
		Reason for leaving:	
Pay: \$			
Per:		Supervisor:	Telephone:

REFERENCES

Please list two personal references other than relatives or previous employers.

Name	Address	Telephone	Occupation	Years Known

INFORMATION TO THE APPLICANT

PLEASE READ CAREFULLY BEFORE SIGNING:

Machine Specialty & Manufacturing, Inc. is an equal opportunity employer. Machine Specialty & Manufacturing, Inc. does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Machine Specialty & Manufacturing, Inc. to hire me. If I am hired, I understand that either Machine Specialty & Manufacturing, Inc. or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Machine Specialty & Manufacturing, Inc. has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Machine Specialty & Manufacturing, Inc. true and complete information on this application. No requested information has knowingly been concealed. I authorize Machine Specialty & Manufacturing, Inc. to investigate all statements contained herein and the references and employers listed above to give any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release Machine Specialty & Manufacturing, Inc. from all liability for any damage that may result from utilization of such information. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature of Applicant

Date

EQUAL OPPORTUNITY EMPLOYER

