



PRECISION MACHINE & MANUFACTURING CO.

# APPLICATION FOR EMPLOYMENT

(AN EQUAL OPPORTUNITY EMPLOYER)

(THIS PRE-EMPLOYMENT QUESTIONNAIRE MUST BE COMPLETED IN FULL)

## PERSONAL INFORMATION

DATE \_\_\_\_\_

SOCIAL SECURITY  
NUMBER

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

PRESENT ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

PERMANENT ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

PHONE NO. \_\_\_\_\_ ARE YOU 18 YEARS OR OLDER? YES  NO

ARE YOU EITHER A U. S. CITIZEN OR AN ALIEN AUTHORIZED TO WORK IN THE UNITED STATES? YES  NO

Have you ever been convicted of a felony or misdemeanor? \*\* Yes \_\_\_ No \_\_\_ Describe: \_\_\_\_\_

Have you ever been disciplined or fired? \_\_\_\_\_ Why? \_\_\_\_\_

\*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

\*\*You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

## EMPLOYMENT DESIRED

POSITION DATE YOU CAN START SALARY DESIRED

ARE YOU EMPLOYED NOW? IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?

EVER APPLIED TO THIS COMPANY BEFORE? WHERE? WHEN?

EDUCATION	NAME AND LOCATION OF SCHOOL	*NO OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

U. S. MILITARY OR NAVAL SERVICE RANK PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES

## FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS. STARTING WITH LAST ONE FIRST).

DATE (MM/YY)	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				

\*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.

**REFERENCE:** GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1			
2			
3			

IN CASE OF EMERGENCY NOTIFY

NAME	ADDRESS	PHONE NO.

**EMPLOYMENT AGREEMENTS**

I hereby give Precision Machine and Manufacturing Company the right to investigate my past employment, education, civil litigation and criminal background. I release from all liability all persons, companies and corporations who supply such information. I indemnify Precision Machine and Manufacturing Company against any liability that might result from such an investigation. I understand that any false answer or statements or implications I might make in this application or in any other required document shall be considered sufficient cause to deny employment, or for discharge if already employed.

I also understand that nothing contained in this application or in the granting of an interview is intended to create an employment contract between Precision Machine and Manufacturing Company and myself for employment or for any benefit. I have received no promises regarding employment, and I understand that no such promise or guarantee is binding on Precision Machine and Manufacturing Company unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time, and that Precision Machine and Manufacturing has a similar right.

**DATE** **SIGNATURE**

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**DO NOT WRITE BELOW THIS LINE**

**INTERVIEWED BY** **DATE**

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**OFFERED EMPLOYMENT**  YES  NO

**HIRED:**  YES  NO **POSITION** **DEPT.**

**SALARY/WAGE** **DATE REPORTING TO WORK**

**APPROVED:** 1 2 3

**MANAGER** **EMPLOYMENT MANAGER** **DEPT. HEAD** **GENERAL**

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