



**APPLICATION FOR EMPLOYMENT**

Date: \_\_\_\_\_

We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability or veteran status.

**PERSONAL BACKGROUND**

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State Zip Code

Permanent Address \_\_\_\_\_  
Street City State Zip Code

Phone No. ( ) - \_\_\_\_\_ Email Address: \_\_\_\_\_

Referred By: \_\_\_\_\_

Position Applying For: \_\_\_\_\_ Date You Can Start \_\_\_\_\_

Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ Specify Hours: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Are you employed? \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_

Ever applied to this company before? \_\_\_\_\_ When: \_\_\_\_\_

Are you willing to work overtime?.... Yes: \_\_\_\_\_ No: \_\_\_\_\_

If driving is a requirement of the job for which you are applying, do you have a valid driver's license? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Are you at least 18 years of age? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Are you legally eligible for employment in this country? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If you answered 'yes', are you able to provide proof of your ability to work in the U.S.? Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Educational Background**

**High School**

Name and Location of School \_\_\_\_\_ Did you graduate? \_\_\_\_\_

**College**

Name and Location of College \_\_\_\_\_ Did you graduate? \_\_\_\_\_

**Trade, Business or Graduate School**

Name and Location of School \_\_\_\_\_ Did you graduate? \_\_\_\_\_

**Employment History**

Starting with your most recent/current employer, provide the following information.  
You may include any verified work performed on a voluntary basis.

Employer: _____ Telephone # (____)-____-_____	Month/Year    Month/Year Dates employed: ____/____/ to ____/____/
Street Address: _____	Commission/Bonus/Other Compensation Y/N
Starting job title/final job title (for most recent position held) _____	May we contact for reference? Yes ____ No ____ Later ____
Why did you leave? _____	Email: _____
Summarize the type of work performed and job responsibilities. _____	
What did you like most about your position? _____	
What were the things you liked least about the position? _____	

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Explain any gaps in your employment, other than those due to personal illness, injury or disability.

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If not addressed on previous page, have you ever been fired or asked to resign from a job?

If yes, please explain: \_\_\_\_\_

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**Skills and Qualifications**

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

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**Manual Skills** (Check appropriate boxes.)

- Word Processing \_\_\_\_\_ Years: \_\_\_\_\_     Welding \_\_\_\_\_ Years: \_\_\_\_\_
- Spreadsheets/Excel \_\_\_\_\_ Years: \_\_\_\_\_     Machine Shop \_\_\_\_\_ Years: \_\_\_\_\_
- QuickBooks \_\_\_\_\_ Years: \_\_\_\_\_     Grind Shop \_\_\_\_\_ Years: \_\_\_\_\_
- Website Design \_\_\_\_\_ Years: \_\_\_\_\_     Laser / Press Brake \_\_\_\_\_ Years: \_\_\_\_\_

**References**

List names and telephone numbers of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to you	Telephone	Email	# of Years Known

**Lie Detector Notice**

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

**Applicants Statement**

By signing this application, I understand that if hired by the company, I will be an employee at will. This means my employment with the company may be terminated at any time at the option of the company or me. I also understand that neither this application nor any communication by a management representative is intended to create or does in fact create a contract of employment.

I agree to conform to the rules and regulations of the company, and I understand that the company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at will.

The above information is complete and true to the best of my knowledge. I understand that any misrepresentation or omission on my part of the facts in this application may result in immediate dismissal.

I hereby authorize you to conduct any investigation necessary concerning any part of my background related to the position I am seeking. I release all parties from any liability in connection with the provision and use of such information.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_