

MILITARY SERVICE

Branch	Rank	Service Dates	Primary Duties
		From: _____ To: _____	

Job related training:

WORK HISTORY

Present Employer or Most Recent Employer			
Employer	Dates Employed		Describe Work Performed
	From	To	
Address			
Telephone No. ()		Supervisor	
Job Title	Type of Business	Hourly Rate/Salary	
		Starting	Final
Reason for Leaving			

1st Previous			
Employer	Dates Employed		Describe Work Performed
	From	To	
Address			
Telephone No. ()		Supervisor	
Job Title	Type of Business	Hourly Rate/Salary	
		Starting	Final
Reason for Leaving			

2nd Previous			
Employer	Dates Employed		Describe Work Performed
	From	To	
Address			
Telephone No. ()		Supervisor	
Job Title	Type of Business	Hourly Rate/Salary	
		Starting	Final
Reason for Leaving			

3rd Previous			
Employer	Dates Employed		Describe Work Performed
	From	To	
Address			
Telephone No. ()		Supervisor	
Job Title	Type of Business	Hourly Rate/Salary	
		Starting	Final
Reason for Leaving			

JOB RELATED ACTIVITIES / EXPERIENCES

List or describe any activities, experiences, achievements, or other special skills not mentioned elsewhere that relate to the position for which you are applying.

SPECIALIZED SKILLS - Check Equipment / Systems Operated

- | | | |
|--|---|--|
| <input type="checkbox"/> Calculator | <input type="checkbox"/> Fork Lift | <input type="checkbox"/> Lathe |
| <input type="checkbox"/> Typewriter | <input type="checkbox"/> Production Machinery | <input type="checkbox"/> Milling Machine |
| <input type="checkbox"/> Computer | Type: _____ | <input type="checkbox"/> Bench Grinder |
| <input type="checkbox"/> MS Excel | <input type="checkbox"/> CNC Machinery | <input type="checkbox"/> Micrometer |
| <input type="checkbox"/> MS Word | <input type="checkbox"/> Drill Press | <input type="checkbox"/> Calipers |
| <input type="checkbox"/> Other (list): _____ | | |

PERSONAL REFERENCES

List three persons, other than relatives or previous employers.

1. Name _____ Phone () _____
Address _____
2. Name _____ Phone () _____
Address _____
3. Name _____ Phone () _____
Address _____

NOTE TO APPLICANTS

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation was explained to you.

- YES NO

AUTHORIZATION AND ACKNOWLEDGEMENT

I certify that all the information on this application is true and accurate. I understand that this application becomes part of my employment record, and that any false information may result in my immediate discharge.

I authorize an inquiry to be made on the information contained in this application if I am considered for employment.

The employers, personal references, and educational institutions named herein are authorized to give information about me. I hereby release them from all liability for issuing such information.

Following a conditional offer of employment, I understand and acknowledge that full-time employment will be conditioned upon a favorable health evaluation process which may include a physical examination and chemical screening for alcohol or prohibited drugs. I understand that there may be a health evaluation process for part time and temporary employment as well.

I understand that the U.S. Government requires companies to verify my eligibility for U.S. employment and my identity. I understand that a company must decline to hire me if I fail to present adequate proof of my eligibility and identity.

I understand and acknowledge that if any misrepresentation or omission of material facts has been made by me or the results of an investigation are not satisfactory for any reason, any consideration, offer, or actual employment by the company may be terminated immediately without obligation or liability to me other than payment at the rate agreed upon, for service actually rendered, for the period of time I was employed.

I understand that neither the granting of an interview nor anything contained in this application, company policies, procedures, or handbooks that I might received, are intended to create an employment contract between the company and myself. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon James Spring & Wire Co. unless made in writing by the President. I understand, that if hired, my employment is for no definite period of time and that either I or James Spring & Wire Co. may terminate the employment relationship at any time and for any reason. I agree to conform to the rules and regulations of the company.

I hereby acknowledge that I have read and understand the above statements.

_____ Applicant's Signature

_____ Today's Date

PERSONNEL USE ONLY

Employed: Yes No Date of Employment: _____

Job Title: _____ Hourly Rate / Salary: _____

Approval: _____ Date: _____