

# Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application	
How Did You Learn About Us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-in	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____	
Last Name	First Name	Middle Name	
Address	City	State	ZIP Code
Telephone Number(s)		Social Security Number	

If you are under 18 years of age, can you provide required proof your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No

If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No

If Yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from becoming lawfully employed in this country because of Visa or Immigration Status? (Proof of citizen ship or immigration status will be required upon employment).  Yes  No

What date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony within the last 7 years?  Yes  No

*Conviction will not necessarily disqualify an applicant from employment.*

If Yes, please explain \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# Education

	Name & Address of School	Course of Study	Years Completed	Diploma/Degree Earned
Elementary School				
High School				
Undergraduate College				
Graduate or Professional College				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills, and extra-curricular activities.

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Describe any job-related experience received in the United States Military

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# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Reason for Leaving			

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Address			
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	Starting	Final	
Reason for Leaving			

*(If you need additional space, please continue on a separate sheet of paper.)*

List professional, trade, business, or civic activities and offices held.  
 You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status:

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# Additional Information

## Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience

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## Specialized Skills

Check or List Skills/Equipment Operated

<input type="checkbox"/> Computer (PC)	<input type="checkbox"/> _____	Production/Mobile Machinery	Other (list):
<input type="checkbox"/> Fax Machine	<input type="checkbox"/> _____	(list):	_____
<input type="checkbox"/> Copy Machine	<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> Microsoft Office	<input type="checkbox"/> _____	_____	_____

State any additional information you feel may be helpful to us in considering your application.

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**Note to Applicants:** DO NOT ANSWER THE FOLLOWING 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 may be attached.  Yes  No

## References

1. Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

2. Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

3. Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

**FOR PERSONNEL DEPARTMENT USE ONLY**

Do not write or mark on this page

Position(s) applied for is/are open:  Yes  No

Position(s) considered for: \_\_\_\_\_

\_\_\_\_\_

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

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**Notes:**

# Applicant's Statement

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I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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

\_\_\_\_\_  
Date

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Do not write or mark on this page

Arrange Interview  Yes  No

Remarks \_\_\_\_\_  
\_\_\_\_\_

Employed  Yes  No Date of Employment \_\_\_\_\_

Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_ Department \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_  
Name Title

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Diamond Precision Machine, Inc.

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Supplemental information regarding application for employment.

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1. Marital Status (circle one)

- Single      • Engaged      • Widowed
- Married      • Divorced

2. Number of dependants, including yourself: \_\_\_\_\_

3. Are you a Vietnam Veteran?     Yes     No

4. Are you a U.S. Citizen?     Yes     No

5. How long at present address?    \_\_\_\_\_ Years    \_\_\_\_\_ Months

6. How long at previous address?    \_\_\_\_\_ Years    \_\_\_\_\_ Months

7. What was your previous address? \_\_\_\_\_  
\_\_\_\_\_

8. Have you been convicted of a crime in the past ten (10) years?     Yes     No  
(Include misdemeanors and summary of offenses which have not been annulled, expunged, or sealed by a court.)

If Yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_