





**Personal Information**

Have you ever applied to / worked for our Company before?  Y or  N

If yes, please explain (include date): \_\_\_\_\_

Do you have any friends, relatives, or acquaintances working for our Company?  Y or  N

If yes, state name & relationship: \_\_\_\_\_

Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age.)  
 Y or  N

If hired, would you be able to present evidence that you legally can work in the United States?  
 Y or  N

If hired, are you willing to submit to and pass a controlled substance test?  Y or  N

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?  Y or  N

If no, describe the functions that cannot be performed

\_\_\_\_\_  
*(Note: M's Machine & Mfg. Co., Inc. complies with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)*

**Education, Training and Experience**

**High School:**

School name: \_\_\_\_\_

School address: \_\_\_\_\_

Did you graduate?  Y or  N # of years completed: \_\_\_\_\_

If no, do you have a GED?  Y or  N

**Military:**

Branch: \_\_\_\_\_

Rank in Military: \_\_\_\_\_

Total Years of Service: \_\_\_\_\_

Skills/duties: \_\_\_\_\_



**College / University:**

School name: \_\_\_\_\_

School address: \_\_\_\_\_

Number of years completed: \_\_\_\_\_

Did you graduate?  Y or  N

Area of Concentration and/or degree(s), certificates, licenses, endorsements:

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

**Employment History**

**Former Employment:** (List employers, starting with the current or most recent. Explain all gaps in time of employment.)

Company Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street City State Zip

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Detailed Job Duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

Company Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street City State Zip

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Detailed Job Duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_



Company Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street City State Zip

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Detailed Job Duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

May we contact your former employers to verify this information?  Y or  N

May we contact your present employer?  Y or  N

Please provide any additional information about your abilities or interests that makes you a good candidate for this position:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*PLEASE READ CAREFULLY BEFORE SIGNING\***

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by M's Machine & Mfg. Co., Inc. (hereinafter referred to as "M's Machine & Mfg.") that such employment with M's Machine &



Mfg. is at will, for no specified duration and may be terminated by either M's Machine or myself at any time, with or without cause or notice.

I understand that none of the documents, policies, procedures, actions, statements of M's Machine & Mfg. or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of M's Machine & Mfg. except the Owners have the authority to enter into any agreement guaranteeing any conditions of employment. In consideration for employment with M's Machine & Mfg., if employed, I agree to conform to the rules, regulations, policies and procedures of M's Machine & Mfg. at all times and understand that such obedience is a condition of employment. I understand that due to the nature of business, attendance and punctuality are considered essential requirements of every job at M's Machine & Mfg. and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with M's Machine & Mfg., I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment.

I understand unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to M's Machine & Mfg. and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for six months. If I wish to be considered for employment after this period I must fill out and submit a new application.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

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Signature of applicant

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Date