

APPLICATION FOR EMPLOYMENT



Thank you for your interest in applying for a job with our Company. Due to our commitment of offering the highest possible quality to our customers, we are only interested in hiring the best people for any available positions. We want to have a complete understanding of your qualifications, motivations and interests so that we can make careful and deliberate hiring decisions that will benefit both the Company and our employees. Please answer the following questions honestly, completely and thoughtfully.

An Equal Opportunity Employer

WORKFORCE DIVERSITY IS AN ESSENTIAL PART OF COMPANY'S COMMITMENT TO QUALITY AND TO THE FUTURE. WE ENCOURAGE YOU TO APPLY, WHATEVER YOUR RACE, GENDER, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION OR VETERAN STATUS. IF YOU NEED ACCOMMODATION TO PARTICIPATE IN THE APPLICATION PROCESS, PLEASE LET US KNOW.

Date of Application: _____

PERSONAL INFORMATION

Name: _____
Last Name First Name Middle Initial

Address: _____
Street City State Zip Code

Email Address: _____

Telephone: (_____) _____ Social Security #:

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Area Code Number

If you are under 18 years of age, do you have a work permit? Yes _____ No _____

If you have ever worked under another name, please identify: _____

YOUR JOB INTEREST

Position Desired: _____ Date you can start work: _____

What is the starting salary or wage desired? \$ _____/hr. \$ _____/wk. \$ _____/month

Are you available for full-time work? Yes _____ No _____ Are you available for part-time work? Yes _____ No _____

Are there any days of the week when you would not be available to work? Please specify: _____

How did you learn of this job opening? _____

Have you ever worked for this Company before? Yes _____ No _____ When? _____

Who was your supervisor? _____

Reason for leaving? _____

Do you know anyone who works here? Yes _____ No _____ Who? _____

YOUR EDUCATION AND TRAINING

Please circle Highest Grade Completed:

1 2 3 4 5 6 7 8

Grade School

9 10 11 12

High School

1 2 3 4 5

College

1 2 3 4

Trade/Tech

What was the last school you attended? _____

What extracurricular activities did you participate in and what special skills did you acquire during the course of your education that may be helpful for the job in which you are applying for? _____

Hiring Policies and Procedures

WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, SEX (INCLUDING PREGNANCY), COLOR, AGE, NATIONAL ORIGIN, DISABILITY OR ANY OTHER PROTECTED STATUS. WE BASE OUR HIRING DECISIONS ON A VARIETY OF FACTORS, INCLUDING SKILLS AND ABILITY TO PERFORM THE JOB, PRIOR EMPLOYMENT EXPERIENCE, EMPLOYMENT REFERENCES AS TO CHARACTER AND WILLINGNESS TO WORK, WILLINGNESS TO ACCEPT THE OFFERED SALARY, AND PERSONAL INTERVIEWS.

YOUR WORK EXPERIENCE

Starting with your current or most recent employment, list all previous employment; list all previous employers including self-employment, military service, summer and part-time jobs for at least the last 10 years. Must be completed in full for each employer. Writing "see resume" is not acceptable. Use additional sheet if necessary to cover year of employment. **Additionally, attach professional resume.**

Are you presently employed? Yes _____ No _____

Are you on layoff and subject to recall? Yes _____ No _____ If YES, to where? _____

Beginning with your present or most recent employer, describe your employment experiences below:

1. Present or Last Employer: _____

Address: _____

Type of Business: _____ Phone: _____

Starting Position: _____

Final Position: _____

Date Employed: From: _____ To: _____ Name & Title of Supervisor: _____

Description of your work and responsibilities: _____

Reason for leaving: _____

Will you receive a satisfactory reference from this employer? Yes _____ No _____ If "NO" please explain: _____

May we contact your present employer at this time: Yes _____ No _____

If "NO" please explain: _____

2. Next Previous Employer: _____

Address: _____

Type of Business: _____ Phone: _____

Starting Position: _____

Final Position: _____

Date Employed From: _____ To: _____ Name & Title of Supervisor: _____

Description of your work and responsibilities: _____

Reason for leaving: _____

Will you receive a satisfactory reference from this employer? Yes _____ No _____ If "NO" please explain: _____

3. Next Previous Employer: _____

Address: _____

Type of Business: _____ Phone: _____

Starting Position: _____

Final Position: _____

Date Employed: From: _____ To: _____ Name & Title of Supervisor: _____

Description of your work and responsibilities: _____

Reason for leaving: _____

Will you receive a satisfactory reference from this employer? Yes _____ No _____ If "NO" please explain: _____

4. Next Previous Employer: _____

Address: _____ Phone: _____

5. Next Previous Employer: _____

Address: _____ Phone: _____

ADDITIONAL PERSONAL INFORMATION

Are you legally authorized to work in the United States on a full-time basis? Yes _____ No _____

Have you ever been discharged or asked to resign by an employer? Yes _____ No _____ If YES, please explain: _____

Please complete this section if the job for which you are applying for might require you to drive Company vehicles.

Do you have a valid driver's license? Yes _____ No _____ License number and State: _____

Have you had any driving accidents in the last five years? Yes _____ No _____ If YES, please give details: _____

Has your driver's license ever been suspended, revoked, denied, or cancelled? Yes _____ No _____ If YES, please explain: _____

YOUR MILITARY EXPERIENCE

Completing this section of the application is optional. Leave this area blank if you do not wish to answer.

Have you ever served in the United States Armed Services? _____

Yes _____ No _____ What Branch? _____

Describe any skills you acquired in the Service which would be useful to the job for which you are applying: _____

YOUR REFERENCES

Completing this section of the application is optional. Leave this section blank if you do not wish to answer.

List the names of three professional or personal character references who have known you for the last three years and from whom you can obtain letters of recommendation. Please do not list relatives.

1. Name: _____ Occupation: _____

Address: _____ City/State: _____ Phone: _____

Relationship to Applicant: _____

2. Name: _____ Occupation: _____

Address: _____ City/State: _____ Phone: _____

Relationship to Applicant: _____

3. Name: _____ Occupation: _____

Address: _____ City/State: _____ Phone: _____

Relationship to Applicant: _____

PLEASE READ THE FOLLOWING PARAGRAPHS CAREFULLY

By signing below, I certify that I have read and agree to each of the following statements:

All of the information I have supplied on the application is true, accurate and complete, to the best of my knowledge, and I have not knowingly withheld any information, which, if known to the Company, would affect my application unfavorably.

I understand that any omissions, misrepresentations or misstatements made on this application can lead to my immediate termination when discovered.

This employment application will be considered active for ninety (90) days from the date received by the Company. If I want to be considered for a job with the Company after this period of time I must fill out another application.

I understand that if I receive an offer, my employment is contingent on passing a medical examination which may include testing for drugs and/or alcohol prior to beginning work with the Company. I understand that if I am employed by the Company, I may be required, when job related and consistent with the Company's business needs and applicable laws, to undergo a medical examination or testing for alcohol and/or illegal drugs.

In consideration of my employment with the Company, I agree to abide by all the Company's rules and regulations.

I further understand and agree that, if employed, our employment relationship always will be At-Will. Either the Company or I can terminate our employment relationship at any time, with or without cause, and without prior notice. This At-Will employment relationship will remain in effect throughout my employment with Alger Precision Machining, LLC unless it is specifically modified by an express written employment agreement executed by the President of the Company and me. I understand and agree that this At-Will employment relationship may not be modified by any oral or implied agreement, and no course of conduct, practice, policy, award, promotion, performance evaluation, transfer or length of service can modify this At-Will relationship.

In the event of my personal indebtedness to the Company, I authorize the Company to withhold from my wages such amounts as permitted by law to satisfy my obligation to the Company.

I give the Company my permission to conduct any investigation regarding the information contained in my employment application, of which the Company thinks is necessary to determine my qualifications for assuming a job with the Company. I give the Company my permission to contact any former employer, school, college or university, utility company, credit, education, or employment record. I give my consent to any such source to release to the Company whatever information they have about me. I also unconditionally release all named and unnamed sources from any and all liability which might result from furnishing any information about me.

Date

Signature