

AUTOMATIC MACHINE PRODUCTS, INC.
EMPLOYMENT APPLICATION

Automatic Machine Products is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief or disability. Federal law prohibits the employment of unauthorized aliens. All person hired must submit satisfactory proof of employment authorization and identity within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

A pre-employment physical and drug screening are required.

Personal Data

Name _____
(First, Middle, Last) (Please Print)
Street Address _____ City _____ State _____ Zip Code _____
Home Phone _____ Daytime Phone We We May Contact You _____
Are you 18 years of age or older? Yes _____ No _____ Social Security Number _____
Have you ever been convicted of a crime? Yes _____ No _____
If yes, please explain: _____

How were you referred to Automatic Machine Products? Please circle the number of the most appropriate response.

1	2	3	4	5	6
College or University	Recruiter or Agency	Employee	Advertisement	No Referral; Walk-In	Other: _____

Position Preferences

Schedule Desired: Full Time _____ Part Time _____ # of Hours/Week _____
What date could you start work? _____ What shifts can you work? 1 _____ 2 _____ 3 _____ All _____
Could you work overtime? Yes _____ No _____
Could you travel if required by this position? Yes _____ % of Time _____ No _____

Education

High School

School Name _____ City & State _____
Degree or # of Years Completed _____

College

School Name _____ City & State _____
Degree or # of Years Completed _____
Major or Subject _____ Grade Point Average _____

College

School Name _____ City & State _____
Degree or # of Years Completed _____
Major or Subject _____ Grade Point Average _____

Certificates and/or Additional Training Programs

List any certificates earned or in progress, and/or any additional training programs not included in your formal education.

Professional References

Name	Title	Company	Phone	Professional Relationship
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Previous Employment

List your current or most recent employment first. Include work related internships, military and volunteer work.

Employer	Supervisor	Position You Held	Reason for Leaving
Current _____	Name _____	_____	_____
City/State _____	Title _____	From _____ To _____	_____
May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone _____	Salary _____ / _____	_____
Previous _____	Name _____	_____	_____
City/State _____	Title _____	From _____ To _____	_____
May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone _____	Salary _____ / _____	_____
Previous _____	Name _____	_____	_____
City/State _____	Title _____	From _____ To _____	_____
May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone _____	Salary _____ / _____	_____
Previous _____	Name _____	_____	_____
City/State _____	Title _____	From _____ To _____	_____
May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone _____	Salary _____ / _____	_____

Releases and Applicant's Signature

In connection with my application for employment and as a condition of continuing employment, I understand that investigative background inquiries may be made on me including previous employers where I have checked "yes," schools, consumer credit, criminal convictions, motor vehicle, and other reports. These reports will include information as to my character, work habits, performance, education, compensation, and experience along with reasons for termination of employment from previous employers. Furthermore, I understand that the company may be requesting information from various federal, state, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences as well as claims involving me in the files of insurance companies. I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so.

All hiring and employment at Automatic Machine Products is at will. I understand this application is not an employment contract, nor can it be used to create one. Employment by Automatic Machine Products has no specific term and may be terminated by the employee or Automatic Machine Products with or without notice. I acknowledge that Automatic Machine Products has not made any promises or representations that differ from those contained in this paragraph.

I understand I must provide satisfactory documents to establish my identity and right to work in the United States, if I am offered a position with Automatic Machine Products, and that failure to provide this evidence will result in the termination of my employment.

I release and agree to hold harmless any individual, company, business institution or government agency from all liability with regard to furnishing information to Automatic Machine Products. I agree to release and hold harmless Automatic Machine Products from all liability with respect to the receipt of such information.

I certify that the information I have furnished on this application form is true and complete. I understand that if any misrepresentation has been made by me verbally or in writing, any offer of employment made to me may be withdrawn or my subsequent employment with Automatic Machine Products may be terminated.

Applicant's Signature

Date

Please complete this application and return it to Melissa McVicker at melissa.mcvicker@automaticmachineproducts.com. If you have questions, feel free to contact the office at 515-832-4330.