



# Application for Employment

EQUAL OPPORTUNITY EMPLOYER

## Personal Data

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Name (last, first, middle) \_\_\_\_\_ Date \_\_\_\_\_

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Address \_\_\_\_\_

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City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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Home Phone ( ) \_\_\_\_\_ Message / Cell Phone ( ) \_\_\_\_\_

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If employed by Union Special, can you provide proof of authorization to work in the U.S.?  Yes  No

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

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Referred by  Ad  Friend  Relative  Agency  Other

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## Education Record

### High School

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Address \_\_\_\_\_

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Did you graduate?  Yes  No

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### Trade or Technical Training

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Address \_\_\_\_\_

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Degrees or Diplomas \_\_\_\_\_

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### College or University

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Address \_\_\_\_\_

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Degrees or Diplomas \_\_\_\_\_ Years Attended 1 2 3 4

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## Special Skills

Summarize any special skills or qualifications that you acquired through employment or other experience that are applicable to the job that you are applying for:

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## Manufacturing Technical Skills

Can you read and understand part drawings used for the manufacture of machined parts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you used and/or do you understand how to use a micrometer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you used precision instruments such as a dial indicator, sine plate, dial bore gauges, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Have you set-up and/or operated any of the following machines tools?

Multi-Spindle Drill Press	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Milling Machine (vertical or horizontal)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Surface Grinder	<input type="checkbox"/> Yes	<input type="checkbox"/> No
OD Grinder	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ID Grinder	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CNC Vertical Machining Center	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CNC Horizontal Machining Center	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CNC Turning Center	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CNC Laser	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CNC Wire EDM	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Boring Machine	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Turret Lathe	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Do you have any assembly experience?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Do you have any experience with sewing machines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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## Employment History

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Begin with most recent employer. Attach additional sheet if needed.

1. Employer	Dates of Employment
<hr/>	
Address	
<hr/>	
Phone (      )	
<hr/>	
Title/Duties	
<hr/>	
Manager's Name	
<hr/>	
Reason for Leaving	
<hr/>	

2. Employer	Dates of Employment
<hr/>	
Address	
<hr/>	
Phone (      )	
<hr/>	
Title/Duties	
<hr/>	
Manager's Name	
<hr/>	
Reason for Leaving	
<hr/>	

3. Employer	Dates of Employment
<hr/>	
Address	
<hr/>	
Phone (      )	
<hr/>	
Title/Duties	
<hr/>	
Manager's Name	
<hr/>	
Reason for Leaving	
<hr/>	

## Personal Data (continued)

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Have you been employed at Union Special before?  Yes  No

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Do you have any relatives currently employed by Union Special?  Yes  No

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Do you know any other employees at Union Special?  Yes  No

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Are you capable of lifting up to 50 lbs. at a time throughout the day?  Yes  No

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Are you willing to work 2<sup>nd</sup> or 3<sup>rd</sup> shift?  Yes  No

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May we contact your current employer?  Yes  No

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Have you ever been in the Armed Forces?  Yes  No

Position or Rank: \_\_\_\_\_ Start Date: \_\_\_\_\_ Discharge Date: \_\_\_\_\_

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Are you now a member of the National Guard?  Yes  No

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## Applicant's Signature

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I certify that all of my answers given here are true and complete to the best of my knowledge, and that supplying false information herein shall result in immediate disqualification for consideration for employment or termination from employment, regardless of when such false information is discovered. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision; and I hereby agree to indemnify and hold harmless each and every current or prior employer in defending against any charge, complaint or suit filed with any Federal, State or local agency, or in any court of the State or Federal government for providing an accurate, factual history of employment information. I understand that neither this document nor any offer of employment from the employer constitutes an employment contract, unless a specific document to that effect is executed by the employer and employee in writing.

Signature of Applicant

Date

### THIS SECTION FOR INTERVIEWER

Interviewed by: \_\_\_\_\_  
Proposed hire date: \_\_\_\_\_  
Dept. to start employment: \_\_\_\_\_  
Type of Employment: (Full, PT, Temp) \_\_\_\_\_  
Shift: \_\_\_\_\_  
Craft – Grade: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Wage: \_\_\_\_\_

### INTERVIEWER / HR NOTES