



AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER
A DRUG FREE WORKPLACE

EMPLOYMENT APPLICATION

PERSONAL DATA (Please Type or Print)

DATE

| | | | | |
|---|---|-------------------------|---|-------------------------|
| LAST NAME | | FIRST | MIDDLE | AREA CODE/TELEPHONE |
| ADDRESS | | CITY | STATE | ZIP |
| PREVIOUS ADDRESS (If less than 3 years) | | | | |
| SOCIAL SECURITY NUMBER | | DRIVER'S LICENSE NUMBER | | STATE ISSUED |
| Are you at least 18 years of age? | If hired, can you furnish proof that you are eligible to work in the United States? | | Referred By | |
| What position or type of work are you applying for? | | | Work Shift Availability (day/afternoon/night) | |
| Present Income | | Salary Expected | | Date Available for Work |

This company is an Equal Opportunity Employer. In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, religion, sex, national origin, age, veteran status or the presence of a non-job related medical condition or disability.

EDUCATION (Applicants may be asked to furnish transcripts of school or college work)

| Names and Location of School | Last Grade Completed | Graduated ? | | Class Standing | | |
|--|----------------------|--------------------------|--------------------------|--|--------------------------|--------------------------|
| | | Yes | No | Top 1/3 | Middle 1/3 | Lower 1/3 |
| High School | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| College or University | | <input type="checkbox"/> | <input type="checkbox"/> | Degree Received – Major and Minor; Subjects, GPA | | |
| Graduate School | | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Special Schooling – Business or Vocational | | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Scholastic Honors, Scholarships, etc. | | | | | | |
| Offices in Campus Societies or Organizations (Omit ethnic or religious groups) | | | | | | |

EMPLOYMENT HISTORY

May we contact your current employer? _____ Yes _____ No

(List full-time work only, attach additional sheet if necessary. Start with most recent position.)

| | | |
|--|---|--------------------------|
| EMPLOYER | | ADDRESS (City and State) |
| DATE STARTED | STARTING SALARY/WAGE \$ _____ Per Hour (Month) | STARTING POSITION |
| DATE ENDED | ENDING SALARY/WAGE \$ _____ Per Hour (Month) | POSITION AT LEAVING |
| NAME AND TITLE OF SUPERVISION | | PHONE NUMBER |
| REASON FOR LEAVING | | |
| BRIEF DESCRIPTION OF YOUR RESPONSIBILITIES | | |
| EMPLOYER | | ADDRESS (City and State) |
| DATE STARTED | STARTING SALARY/WAGE \$ _____ Per Hour (Month) | STARTING POSITION |
| DATE ENDED | ENDING SALARY/WAGE \$ _____ Per Hour (Month) | POSITION AT LEAVING |
| NAME AND TITLE OF SUPERVISION | | PHONE NUMBER |
| REASON FOR LEAVING | | |
| BRIEF DESCRIPTION OF YOUR RESPONSIBILITIES | | |
| EMPLOYER | | ADDRESS (City and State) |
| DATE STARTED | STARTING SALARY/WAGE \$ _____ Per Hour (Month) | STARTING POSITION |
| DATE ENDED | ENDING SALARY/WAGE \$ _____ Per Hour (Month) | POSITION AT LEAVING |
| NAME AND TITLE OF SUPERVISION | | PHONE NUMBER |
| REASON FOR LEAVING | | |
| BRIEF DESCRIPTION OF YOUR RESPONSIBILITIES | | |

ACTIVITIES

List Trade or Professional Organizations of which you are a member.

List Hobbies and Recreational Interests

ADDITIONAL DATA

Typing Speed

Shorthand Speed

List office equipment, office machines, data processing equipment, and software with which you are familiar.

Familiarity of language proficiencies other than English.

PROFESSIONAL REFERENCES (If none, list personal references.)

| NAME | TELEPHONE NUMBER | OCCUPATION | YEARS KNOWN |
|---------|------------------|------------|-------------|
| ADDRESS | | | |
| NAME | TELEPHONE NUMBER | OCCUPATION | YEARS KNOWN |
| ADDRESS | | | |
| NAME | TELEPHONE NUMBER | OCCUPATION | YEARS KNOWN |
| ADDRESS | | | |

U.S. MILITARY SERVICE

Have you ever been a member of the Armed Forces of the United States? Yes _____ No _____

Duties or Special Skills Developed

GENERAL INFORMATION

(Complete this section during your interview with a company representative)

Are you able to perform the essential functions of the job for which you are applying as they have been described to you with or without accommodation? Yes _____ No _____

Are you willing to work overtime & weekends?

Yes _____ No _____

Are you willing to travel?

Yes _____ No _____

Have you ever been convicted of a felony? Yes _____ No _____ If yes, explain:

Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated with respect to time, seriousness, and circumstances in respect to the job for which you are applying.

1. I certify that all statements contained in this application or made in conjunction with it are true and correct, and any misrepresentation or omission of facts called for are grounds for disqualification from employment or may result in dismissal, should I be employed whenever the correct information becomes known to **MIS/3-D Service**.
2. I understand that this application for employment does not in any way constitute an offer of employment or a contract of employment. Employment with **MIS/3-D Service** is not by contract express or implied. Furthermore, should I be employed, I understand that my employment is for no definite duration, but is an "at will" basis and no representative of the Company has the authority to make any assurances to the contrary except by the President of the Company.
3. I give **MIS/3-D Service** and or any clinic, hospital, healthcare unit or laboratory the consent to perform appropriate tests or examinations on me to ascertain my use or abuse of drugs and or alcohol. I authorize the release of the results and understand that the result of any such test may have a bearing on my application for employment. Additionally, I hereby authorize **MIS/3-D Service** to make any investigation of my personal history, educational background, military record, motor vehicle records, all criminal records and credit history through an investigative agency, credit agency or bureau of choice. I authorize the release of this information by the appropriate agencies to the investigating service used. Furthermore, I authorize all my current and former employers, school officials, instructors, or any other persons, whether or not named in this application, to give **MIS/3-D Service** any information they may have regarding me, whether or not such information is written in records. I release **MIS/3-D Service** and its representatives from any liability for any damages whatsoever resulting from their requesting reference information regarding me. I release those companies, agencies, and individuals supplying reference information from any liability for any damages whatsoever resulting from the giving of such information.
4. If hired by **MIS/3-D Service**, I will never, except as required in the performance of my duties for **MIS/3-D Service**, use or disclose to others information or data that is confidential to my employer, i.e., information that is not generally available to the public relating to the business of my employer including trade secrets, as well as information pertaining to research, development, manufacturing, marketing, merchandising, and selling activities. I also agree that all papers, keys, identification cards, credit cards, tools, equipment, or other property furnished by **MIS/3-D Service** or which prepared or made, in whole or in part, at any time while employed by my employer, shall be the property of my employer, and upon its request or the termination of my employment, I will promptly surrender such property to **MIS/3-D Service**.
5. If hired by **MIS/3-D Service**, I will promptly disclose and I hereby assign all rights to my employer to any inventions, improvements or ideas relating to products, machinery, processes or technology of my employer, which I make individually or jointly with others, including those made on my own time, while employed by my employer and for one (1) year thereafter. I will also promptly complete all idea records; patent applications, foreign and domestic; and other documents as requested by my employer to protect the rights of these inventions, improvements or ideas.
6. I certify that I have read the job description (or in the absence of the job description, the essential functions of the job have been described to me) which sets forth the essential functions of the job for which I have applied.
7. If I am extended an offer to work for **MIS/3-D Service**, I acknowledge that my employment is still contingent upon passing any drug test.
8. I understand that if employed, all of **MIS/3-D Service** policies and procedures including its policy manuals and documents (in whole or in part), do not constitute a contract of employment and that I agree to read and familiarize myself with all written policies and procedures (including the policy manual). These policies and practices are subject to modification by **MIS/3-D Service** without notice.
9. I understand that the application is current for sixty (60) days following the date entered below. At the conclusion of sixty (60) days, if I have not heard from **MIS/3-D Service** and still wish to be considered for employment, it will be necessary to fill out a new application.
10. The above is subject to modification only by written agreement signed by applicant and an authorized representative from **MIS/3-D Service**.

My signature below certifies that I have read, understand and agree to the above ten paragraphs.

Signature

Date

Accepted by employer this _____ day of _____, _____.

Authorized Representative of Employer

DO NOT WRITE IN THIS SPACE - FOR COMPANY USE ONLY

Date Employed _____ Status _____ Starting Rate \$ _____ per _____

Job Position _____ Department _____ Clock No. _____ Vacation _____

Interview By _____ Date _____

Application Information Checked By: Name _____ Date _____

Magnetech/3-D Service Industrial Services

VOLUNTARY AFFIRMATIVE ACTION DATA

PLEASE NOTE: COMPLETION OF THIS FORM IS STRICTLY VOLUNTARY. MIS/3-D Service is an Equal Opportunity/Affirmative Action Employer. The Company considers all applicants for employment without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similar protected status. MIS/3-D Service complies with all applicable laws governing employment practices and does not discriminate on the basis of any unlawful criteria.

TO BE COMPLETED BY APPLICANT ON A VOLUNTARY BASIS. NOT FOR INTERVIEW PURPOSES. FILED SEPARATELY FROM APPLICATION FOR EMPLOYMENT. In an effort to comply with requirements regarding governmental recordkeeping, reporting and other legal obligations which may apply, and to gather job applicant information, MIS/3-D Service requests that you complete this applicant data survey. Please be advised that this survey is not a part of your official application for employment. Providing this information is STRICTLY VOLUNTARY and will not be used in any way in determining your eligibility for employment. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

APPLICANT INFORMATION

Date: _____

Position Applied For: _____

Applicant Name: _____

Gender: _____ Male _____ Female

Please select one of the following Equal Employment Opportunity identification categories:

- _____ Caucasian (White)
- _____ Black/African American
- _____ Hispanic
- _____ Asian, not Hispanic or Latino
- _____ Native Hawaiian or Other Pacific Islander, not Hispanic or Latino
- _____ Two or more races, not Hispanic or Latino
- _____ American Indian or Alaskan Native

Referral Source:

- _____ Newspaper
- _____ Local Unemployment Office
- _____ Job Fair. Please specify: _____
- _____ Internet Advertisement
- _____ College/University/Technical School posting. Please specify: _____
- _____ Employee referral. Name of employee: _____
- _____ Other. Please specify: _____

Thank you for your cooperation. Again, this information is strictly for statistical purposes and in no way will this information be used to determine your eligibility for employment with MIS/3-D Service.