



**METAL TECH, INC.**

**EMPLOYMENT APPLICATION**

**Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.**

**PERSONAL INFORMATION:**

First Name \_\_\_\_\_

Middle Initial \_\_\_\_\_

Last Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Social Security #: \_\_\_\_\_

Are you eligible to work in the United States:

Yes \_\_\_\_\_ No \_\_\_\_\_

If you are under age 18, do you have an employment/age certificate:

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you been convicted of or pleaded no contest to a felony within the last five years?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**POSITION/AVAILABILITY**

Position Applied For \_\_\_\_\_

What date are you available to start work \_\_\_\_\_

Wage Expected \_\_\_\_\_

**SPECIAL SKILLS**

Please list any special training, skills, licenses, or awards

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**EDUCATION**

Name and Address of School - Degree/Diploma - Graduation Date

**Graduate**

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**College**

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**Business/Trade  
Technical**

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**High School**

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**Elementary**

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**EMPLOYMENT HISTORY**

**Present Or Last Employment:**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Position: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Salary: \_\_\_\_\_

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

May We Contact Your Present Employer?

Yes \_\_\_\_\_ No \_\_\_\_\_

**Previous Employment**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Position: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Salary: \_\_\_\_\_

Reason for  
Leaving

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**Previous Employment**

Employer:

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Address:

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Supervisor:

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Phone:

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Position:

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From:

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To:

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Responsibilities:

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Salary:

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Reason for  
Leaving

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**Previous Employment**

Employer:

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Address:

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Supervisor:

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Phone:

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Position:

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From:

---

To:

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Responsibilities:

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Salary:

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Reason for  
Leaving

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**REFERENCES**

**Please list three references**

Name/Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name/Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name/Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**ADDITIONAL INFORMATION**

**Please list any additional information that you would like to us to use in considering you for employment:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE READ AND UNDERSTAND THIS STATEMENT BEFORE SIGNING YOUR APPLICATION**

I CERTIFY THAT INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE. I UNDERSTAND THAT FALSE INFORMATION MAY BE GROUNDS FOR NOT HIRING ME OR FOR IMMEDIATE TERMINATION OF EMPLOYMENT AT ANY POINT IN THE FUTURE IF I AM HIRED. I AUTHORIZE THE VERIFICATION OF ANY OR ALL INFORMATION LISTED ABOVE.

THIS APPLICATION WILL EXPIRE IN 30 DAYS. AFTER THAT DATE, UNLESS OTHERWISE NOTIFIED, I UNDERSTAND THAT MY STATUS AS AN APPLICANT WILL END. I MAY RE-APPLY FOR EMPLOYMENT IN THE FUTURE BY COMPLETING A NEW APPLICATION.

THIS APPLICATION IS NOT AN EMPLOYMENT AGREEMENT. IF I ACCEPT AN OFFER OF EMPLOYMENT I UNDERSTAND I MAY RESIGN AT ANY TIME, AND THE EMPLOYER MAY TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, UNLESS REQUIRED BY LAW.

**APPLICANT SIGNATURE**

\_\_\_\_\_

**DATE**

\_\_\_\_\_

**FOR EMPLOYER'S USE ONLY:**

DATE HIRED:

\_\_\_\_\_

START DATE:

\_\_\_\_\_

STARTING PAY:

\_\_\_\_\_

EMP. #:

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