



Employment Application

Personal Information:		Date:
Name: Last	First	MI
Address: Street	City/Town	State & Zip
Phone #:		
Are you under the age of 18?	Yes	No
Have you ever been convicted of a felony?	Yes	No
If yes, please explain:		
What position are you applying for?		
What hours are you available to work? (please circle)		
Full-Time	1 st shift	
Part-time	2 nd shift	
Seasonal	3 rd shift	
Any available	Any available	
When are you available to start?		



Education: Please provide information regarding your education.

	Name and Location	Major/Subjects	Years Attended	Degree?
High School				
College				
Business/Trade				
Professional				

Please list any other skills that are beneficial to the position(s) you are applying for:





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Employment History: Please list your work experience for the **past four years**, beginning with your most recent employer. Please attach an additional page if necessary.

Name of employer:	Dates of employment:	Pay/Salary
Address & Phone number:	Name of Supervisor:	Title/Duties:
May we contact this employer?		
Reason for leaving (please be specific):		

Name of employer:	Dates of employment:	Pay/Salary
Address & Phone number:	Name of Supervisor:	Title/Duties:
May we contact this employer?		
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Address & Phone number:	Name of Supervisor:	Title/Duties:
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Reason for leaving (please be specific):		



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References: Please list three references below, two professional and one personal.

Name:	Phone Number:	Relationship	Years Known

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give HM Machine, LLC permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:

Date Received: _____

Reference Check Date: _____

Notes:

Interview Date: _____ Hired? Y/N Title: _____