

HM Machine Application for Employment

Personal Information:					
Name: Last				First	MI
Address: Street		City/Town		State & Zip	
Phone #:					
Are you under the age of 18?		Yes <input type="radio"/>		No <input type="radio"/>	
Are you legally authorized to work in the US?		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 <input type="checkbox"/>		1 st shift <input type="checkbox"/>			
Part-time <input type="checkbox"/>		2 nd shift <input type="checkbox"/>			
Seasonal <input type="checkbox"/>		3 rd shift <input type="checkbox"/>			
Any available <input type="checkbox"/>		Any available <input type="checkbox"/>			
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:					

Employment History: Please list your work experience for your four most recent employers or four recent and most relevant employers.

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?		
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?		
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?		
Reason for leaving (please be specific):		

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.

(Can be completed during an on-site interview if you are contacted by HM Machine)

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:

Date Received: _____

Reference Check Date: _____

Notes:

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