



Application for Employment

EQUAL OPPORTUNITY EMPLOYER

Personal Data

Name (last, first, middle) _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Home Phone () _____ Message / Cell Phone () _____

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

Position(s) applying for: _____

Referred by Ad Friend Relative Agency Other

Education Record

High School

Address _____

Did you graduate? Yes No

Trade or Technical Training

Address _____

Degrees or Diplomas _____

College or University

Address _____

Degrees or Diplomas _____ Years Attended 1 2 3 4

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:

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 |
| Do you have any experience with sewing machines? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Employment History

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

1. Employer	Dates of Employment
Address	
Phone ()	Ending Salary
Title/Duties	
Manager's Name	
Reason for Leaving	
2. Employer	Dates of Employment
Address	
Phone ()	Ending Salary
Title/Duties	
Manager's Name	
Reason for Leaving	
3. Employer	Dates of Employment
Address	
Phone ()	Ending Salary
Title/Duties	
Manager's Name	
Reason for Leaving	

Personal Data (continued)

Have you been employed at Union Special before? Yes No

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

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

Are you capable of lifting up to 70 lbs. at a time throughout the day? Yes No

Are you willing to work 2nd or 3rd shift? Yes No

May we contact your current employer? Yes No

Have you ever been in the Armed Forces? Yes No

Position or Rank: _____ Start Date: _____ Discharge Date: _____

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

Applicant's Signature

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
