



9937 Sampson Ave, Lake City, PA 16423-1543

PH: 814-774-3144 Fax: 814-774-2368

## APPLICATION FOR EMPLOYMENT

*Kirk Precision Machining is an Equal Opportunity Employer.*

*You are not required to give any information on this form that is prohibited by applicable laws.*

ANY OFFER OF EMPLOYMENT WILL BE CONDITIONED UPON THE RESULTS OF POST-OFFER MEDICAL EXAMINATIONS AND/OR INQUIRIES WHICH ARE REQUIRED OF ALL ENTERING EMPLOYEES AND UPON PASSAGE OF A TEST DESIGNED TO MEASURE YOUR ABILITY TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION OFFERED.

Use an additional sheet if this form does not provide sufficient space for you to complete your answer to any item.

### I. PERSONAL DATA

Full Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_ E-Mail \_\_\_\_\_

Are you over 18 years of age? \_\_\_\_\_ If not, please list your date of birth: \_\_\_\_\_

Do you have a legal right to accept employment in the United States? \_\_\_\_\_ If not, please explain:  
\_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor? \_\_\_\_\_ If yes, please explain:  
\_\_\_\_\_

Please list any other names by which you have been known (do not include maiden name):  
\_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_ If yes, please give state and license #:  
\_\_\_\_\_

### II. POSITION DESIRED

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Wages Expected: \_\_\_\_\_

Kirk Precision Machining depends on each employee to work the shift for which he/she is hired on a regular, full-time basis.

Will you be able to meet the attendance requirement for any position offered? \_\_\_\_\_

Please list briefly any qualifications you have that relate to the position(s) for which you are applying:

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Have you ever worked for Kirk Precision Machining before? \_\_\_\_\_ If yes, please give dates and position held: \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If yes, please state where, how long you have worked there, your current position, and the name of your immediate supervisor: \_\_\_\_\_

May we contact your current employer for a reference? \_\_\_\_\_

Have you ever worked in a machine building before? \_\_\_\_\_ If yes, please state where and for how long: \_\_\_\_\_

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### III. EDUCATION

	Name and Location Of School	Course of Study	Did You Graduate?
Grammar School			
High School			
College / University			
Night School			
Trade, Business or Other School			

Please list any special courses, training, seminars, workshops, etc. which you have completed that might relate to the position(s) for which you are applying:

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Please list any licenses, certificates, or professional accreditations you hold that might relate to the position(s) for which you are applying:

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**IV. EMPLOYMENT HISTORY**

Give names and addresses of all previous employers (including Civil Service). Please list most recent position first and then your other positions in descending order.

Employer's Name and Address	Immediate Supervisor's Name	Kind of Work	Date Started	Date Left	Reason for Leaving

Have you ever served in any branch of the military services? \_\_\_\_\_ If yes, please list branch and dates of service: \_\_\_\_\_

Rank at discharge: \_\_\_\_\_ Type of discharge: \_\_\_\_\_

**V. PERSONAL REFERENCES (Do not use relatives or former employers)**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**VI. OTHER INFORMATION**

Have you any "sideline" business interests? \_\_\_\_\_ If yes, please describe:

\_\_\_\_\_

Why would you like to work for Kirk Precision Machining?

\_\_\_\_\_

\_\_\_\_\_

Please provide any other information not requested that you feel will be helpful to Kirk Precision Machining in evaluating your suitability for employment:

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I hereby certify that the foregoing statements are true and correct to the best of my knowledge and belief and hereby grant Kirk Precision Machining permission to verify such answers and investigate work and personal references. I understand that any false statements on the application or in any interview may be considered sufficient reason for rejection of this application or for dismissal if such false information is discovered subsequent to my employment. I understand that no representation made by Kirk Precision Machining or its supervisors, whether in writing or made orally, constitutes a contract of employment or implies any promise or limitation regarding specific policies or benefits, etc., or limits Kirk Precision Machining's right to discharge me without notice or liability to me for salary or wages, except such as may have been earned up to the date of termination of service. I also understand that my salary, wages, benefits and other terms or conditions of employment are subject to change by Kirk Precision Machining and if hired, I will be notified of these changes. I also agree, if hired, that upon the termination of my employment with Kirk Precision Machining, whether upon my decision or Kirk Precision Machining, that Kirk Precision Machining may offset and deduct from my final paycheck any and all amounts I owe to them for any reason, including but not limited to salary advances, employee purchases, loans and losses or damages which Kirk Precision Machining sustains as a result of my willful or negligent acts. I hereby agree to take physical and other examinations whenever required by Kirk Precision Machining. I also understand that Kirk Precision Machining is considering establishing a smoke free environment in many areas of the organization and may be banning the use of all smoking materials in these areas by employees while on the premises. I authorize the employers, schools or persons named above to give any information regarding my previous employment, character, general reputation and personal characteristics, together with any information that they have regarding me whether or not it is in their records. I understand that under the Federal Fair Credit Reporting Act, I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure by Kirk Precision Machining of the nature and scope of any investigation requested by Kirk Precision Machining of a consumer reporting agency. If this application for employment is denied either wholly or partly because of information contained in a consumer report from a consumer reporting agency, I understand that Kirk Precision Machining shall so advise me and shall supply the name and address of the consumer reporting agency making the report. I hereby release said agency, employers, schools or persons from all liability for any damage issuing this information. In addition, if accepted for employment, I hereby agree to abide by the rules and regulations of Kirk Precision Machining.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_