

# Lewis Machine & Tool Company

## Application for Employment

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**Personal Information**

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)Present Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)Permanent Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

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

Social Security Number: \_\_\_\_\_

Are you either a United States citizen or an alien authorized to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

**Employment Desired**

Position: \_\_\_\_\_ Anticipated Start Date \_\_\_\_\_ Salary Desired \_\_\_\_\_

Shift Preference: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ If so, may we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_  
Are you employed now? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever applied to this company before? Yes \_\_\_\_\_ No \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_

Referred By: \_\_\_\_\_

**Education**

EDUCATION	NAME AND LOCATION OF SCHOOL	NUMBER OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
Grammar School				
High School				
College				
Trade, Business or Correspondence School				

**General**

Subjects of special study or research work: \_\_\_\_\_ Special skills: \_\_\_\_\_

Activities (civic, athletic, etc.): \_\_\_\_\_  
(Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color or nation or origin of its members.)

Job related training in the military: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_

**If "Yes", please stop and visit the Human Resources Representative.**If you have been asked to continue to complete this application, please list convictions: \_\_\_\_\_  

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## Former Employers

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
_____ to _____				
_____ to _____				
_____ to _____				
_____ to _____				

Which of these jobs did you like best? \_\_\_\_\_

What did you like most about this job? \_\_\_\_\_

Have you ever been disciplined or discharged from employment? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been asked to resign from employment? Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer to either of the above questions is "yes", please write a full description of the circumstances on the reverse side of this application.

**References** (Give the names of three (3) persons not related to you, whom you have known at least one (1) year.)

Name	Address	Phone	Years Acquainted
1.			
2.			
3.			

In case of emergency, notify: \_\_\_\_\_  
 (Name) (Address) (Phone Number)

I certify that the facts contained in this application are true and complete to the best of my knowledge and I understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Special Questions

The following information is necessary for a bona fide job classification, national security or for other legally permissible reasons.

Full Name: \_\_\_\_\_  
(Last) (First) (Middle)

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Issued from what state: \_\_\_\_\_

Are you 18 years of age or older? Yes \_\_\_\_\_ No \_\_\_\_\_ If No, state your age: \_\_\_\_\_  
(Employment subject to minimum legal age verification.)

Sex: Male \_\_\_\_\_ Female \_\_\_\_\_ Height: Feet \_\_\_\_\_ Inches \_\_\_\_\_ Weight: \_\_\_\_\_ lbs.

Marital Status: Single \_\_\_\_\_ Married \_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed \_\_\_\_\_

Number of dependents: \_\_\_\_\_ Are you an U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

This application is true and complete to the best of my knowledge. I understand that any false, incomplete or misleading information on this Application may subject me to disciplinary action up to and including termination whenever it might be discovered. I also understand that any unanswered questions on this Application may cause this Application to be rejected.

I also understand that Lewis Machine and Tool Company is an "at will employer" and either the Company or I can end the employment relationship at will, at any time, with or without cause, for any reason not prohibited by law. Lewis Machine and Tool Company and I further agree that the foregoing constitutes the entire understanding with respect to at will employment, it incorporates and merges any and all previous communications or understandings, supersedes any other written agreements, and cannot be amended or changed except in writing signed by both Lewis Machine and Tool Company and me.

I also understand that employment may be subject to the satisfactory completion of a physical examination which may be administered after I receive a job offer but before I begin employment. **I also understand that my employment may be subject to the satisfactory completion of a company-paid drug test which may be administered after I receive a job offer but before I begin employment.**

I authorize Lewis Machine & Tool Company to seek information about me from whatever source and I agree to hold the Company harmless from any and all claims arising from such request for information. I also agree that all former employers or any other persons may furnish this Company and its subsidiaries with all information concerning my suitability for employment and I hereby release such former employers, entities and others from all liability for providing such information.

I further understand that these terms can only be altered by a written agreement signed by myself and an authorized representative of company management.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**We at Lewis Machine and Tool  
Company, Inc. would like to thank you  
for taking your time to fill out this  
Application of Employment.**

**If we feel that you are a good candidate  
in our company, you will be contacted  
for an interview.**

**Thank You and Good Luck  
in your Job Search!**