

# Application for Employment

Date	Last Name	First Name	M.I. (Maiden Name)
Address		Mailing Address (if different)	
City, State, Zip		City, State, Zip	
Phone	Alternate Phone	Social Security Number	
Have you ever applied for employment with us in the past? Yes___ No___ If yes, when and where?		Do you have: Answering machine Yes___ No___ Caller ID Yes___ No___ Voicemail Yes___ No___	
Are you 18 years old or older? Yes___ No___ If not, can you furnish a work permit if needed? Yes___ No___		How did you hear of us (who and number)?	
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? (Proof of citizenship or immigration status will be required if employed) Yes___ No___			
Have you been convicted of a felony? Yes___ No___ If yes, please explain:			
Position applied for: Available start date: Acceptable starting pay: Shifts available (circle all that apply) 1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>			
Do you have any impairments, physical, mental or medical that would interfere with your ability to do the job for which you have applied? Yes___ No___ If yes, please explain:			
Do you possess a valid driver's license? Yes___ No___ Do you have your own transportation? Yes___ No___ If no, please describe how you plan on getting to and from work: How far (in miles) are you willing to travel for work? _____			

## Employment History

Company \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Pay: Start \_\_\_\_\_ End \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties: \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Company \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Pay: Start \_\_\_\_\_ End \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties: \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Company \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Pay: Start \_\_\_\_\_ End \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties: \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Company \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Pay: Start \_\_\_\_\_ End \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties: \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**Return to: J/R Metal Frames, PO Box 503, Belgrade, ME 04917**  
**or fax: 207-465-9452**

Person to notify in case of an emergency:

Relation

Telephone number(s):

Please list all special skills, training and knowledge you possess relating to the job position, including any special licenses or certifications you hold:

Have you ever served in any branch of the military? Yes \_\_\_ No \_\_\_

Are you presently a member in the National Guard or Reserve? Yes \_\_\_ No \_\_\_

Have you ever had any job related training/or experience in the U.S. Military that you would like considered for evaluation purposes?

Education: Please list starting with high school and including college and/or vocational training:

School Name and Location (City, State)

Courses of Study

Graduate

Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_

Please list three references (one of which must be a professional reference), not related to you that you have known for at least one year:

Name

Address and Phone

Years Acquainted

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or Veteran status, sexual orientation or the presence of a non-job related medical condition or handicap.

PLEASE READ THE FOLLOWING BEFORE SIGNING THIS APPLICATION

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of J/R Metal Frames.

I certify that the answers given herein are true and complete to the best of my knowledge.

I understand that if I am a claimant for Unemployment Compensation Benefits that failure to report for an accepted interview or work may affect my eligibility for Unemployment Compensation Benefits.

Signature of Applicant

Date

Name \_\_\_\_\_ Date \_\_\_\_\_

**INDUSTRIAL** Please circle the skills or relevant work experience you have qualification for:

Warehouse	Metal Work – CNC Operation	Autobody – Painting, Bondo, Sanding
Forklift Operator: Certified? Y N	Machine Operator	Welding: MIG TIG Stick
Shipping	Machine Set-Up	Boat Building: Fiberglass, Wooden
Receiving	Industrial Maintenance:	Painting: Interior Exterior
Order Selector	Painting/Needle Gun	Wallpapering
Inventory	Security:	Residential Commercial
Packing	Spec. Clearance? Y N	Own Equipment? Y N
Assembly	Level? _____	Driver: Class A Class B
Construction:		Doubles? Y N
Framing Roofing Masonry		Triples? Y N
Demolition Carpentry – Rough		Flatbed? Y N
Tile Carpentry – Finish		Refrig Vans Y N
Drywall – Finish		Can you provide proof of clean record? Y N
Other: _____		
Have own tools? Y N		

Equipment Operator (circle all that apply):

Front End Loader, Size \_\_\_\_\_ Dozer Skidder Boom-Lift Scissor-Lift Skid Steer  
Excavator, Size \_\_\_\_\_ Crane: Type and Size \_\_\_\_\_  
Other skills not listed above – be specific: \_\_\_\_\_

**OFFICE SUPPORT / CLERICAL** Please circle the skills or relevant work experience you have qualification for:

Multi-Line Phone, #lines \_\_\_\_\_ Filing: Alpha Numerical Data Entry: Alpha Numerical

Computer Programs (circle all that apply):

MS Word: ver 98 ver 2000 ___Beginner ___Intermediate ___Advanced	PC Operating Systems, etc: ver 97-98 2000 ME XP
MS Excel: ver 98 ver 2000 ___Beginner ___Intermediate ___Advanced	Macintosh Linux
MS Outlook: ver 98 ver 2000 ___Beginner ___Intermediate ___Advanced	MAX 90 (State of Maine) AS-400
MS Access: ver 98 ver 2000 ___Beginner ___Intermediate ___Advanced	

Can you do the following:

Mail Merge? Y N  
Create Forms? Y N  
Formulas? Y N  
Charts/Graphs? Y N  
Flowcharts? Y N  
Macros? Y N

**Other Software** (indicate any/all that apply):

Quickbooks or Quickbooks PRO Accounting, version \_\_\_\_\_  
Other(s)? \_\_\_\_\_  
Graphic Programs: AutoCAD Microstation Acrobat Adobe Others \_\_\_\_\_