



# CUSTOM MACHINE & TOOL CO., INC.

## Employment Application

We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, or veteran status.

Please forward all applications to : info@cmtco.com

| APPLICANT INFORMATION                            |                 |                   |  |
|--|-----------------|-------------------|--|
| Last Name:                                       | First:          | M.I.              | Date:  |
| Street Address:                                  |                 | Apartment/Unit #: |  |
| City:  | State:          | ZIP:              |  |
| Phone:   | E-mail Address: |                   |  |
| Date Available:                                  | Desired Salary: |                   |  |
| Position Applied for:                            |                 |                   |  |
| Are you a citizen of the United States?          | <b>YES</b>      | <b>NO</b>         | If no, are you authorized to work in the U.S.? |
|  |                 |                   | <b>YES</b> <b>NO</b>                           |
| Have you ever applied for a job at this company? | <b>YES</b>      | <b>NO</b>         | If so, when?                                   |
| Are you willing to work overtime?                | <b>YES</b>      | <b>NO</b>         |  |

| EDUCATION    |     |                   |                      |
|--------------|-----|-------------------|----------------------|
| High School: |     | Address:          |                      |
| From:        | To: | Did you graduate? | <b>YES</b> <b>NO</b> |
|              |     | Degree:           |                      |
| College:     |     | Address:          |                      |
| From:        | To: | Did you graduate? | <b>YES</b> <b>NO</b> |
|              |     | Degree:           |                      |
| Other:       |     | Address:          |                      |
| From:        | To: | Did you graduate? | <b>YES</b> <b>NO</b> |
|              |     | Degree:           |                      |

| REFERENCES  |                  |
|---|------------------|
| <i>Please list three professional references.</i> |                  |
| Full Name:  | Relationship:    |
| Company:  | Phone: (       ) |
| Address:  |                  |
| Full Name:  | Relationship:    |
| Company:  | Phone: (       ) |
| Address:  |                  |
| Full Name:  | Relationship:    |
| Company:  | Phone: (       ) |
| Address:  |                  |

| <b>PREVIOUS EMPLOYMENT</b>  |               |                 |
|---|---------------|-----------------|
| <b>COMPANY:</b>   |               | Phone: (      ) |
| Address:  |               | Supervisor:     |
| Job Title:  | Date Started: | Date Ended:     |
| Responsibilities:   |               |                 |
| Reason for Leaving:   |               |                 |
| May we contact your previous supervisor for a reference? <b>YES</b> <b>NO</b> |               |                 |
| <hr/>   |               |                 |
| <b>COMPANY:</b>   |               | Phone: (      ) |
| Address:  |               | Supervisor:     |
| Job Title:  | Date Started: | Date Ended:     |
| Responsibilities:   |               |                 |
| Reason for Leaving:   |               |                 |
| May we contact your previous supervisor for a reference? <b>YES</b> <b>NO</b> |               |                 |
| <hr/>   |               |                 |
| <b>COMPANY:</b>   |               | Phone: (      ) |
| Address:  |               | Supervisor:     |
| Job Title:  | Date Started: | Date Ended:     |
| Responsibilities:   |               |                 |
| Reason for Leaving:   |               |                 |
| May we contact your previous supervisor for a reference? <b>YES</b> <b>NO</b> |               |                 |

| <b>MILITARY SERVICE</b>           |                                |
|-----------------------------------|--------------------------------|
| Branch:                           | From:                      To: |
| Rank at Discharge:                | Type of Discharge:             |
| If other than honorable, explain: |                                |

**DISCLAIMER AND SIGNATURE**

*By signing this application, I understand that if hired by the company, I will be an employee at will. This means my employment with the company may be terminated at any time at the option of the company or me. I also understand that neither this application nor any communication by a management representative is intended to create or does in fact create a contract of employment*

*The above information is complete and true to the best of my knowledge. I understand that any misrepresentation or omission on my part of the facts in this application may result in immediate dismissal. I hereby authorize you to conduct any investigation necessary concerning any part of my background related to the position I am seeking.*

*If hired, the company has the right to inquire as to previous salary/rate of pay for any previous employment.*

*I release all parties from any liability in connection with the provision and use of such information.*

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|