

<i>FOR OFFICE USE ONLY</i>
PHONE INTERVIEW:
PHYSICAL INTERVIEW:

EMPLOYMENT APPLICATION

POSITION APPLYING FOR
EXPECTED RATE OF PAY \$

DATE: / /

*****Incomplete applications will not be reviewed*****

EMPLOYEE INFORMATION

NAME: _____
LAST FIRST M.I

ADDRESS: _____

PHONE: _____ EMAIL: _____

If hired, would you be able to present proof of your legal right to work in the United States? YES NO

Are you of legal age to work? YES NO

Do you have any friends, relatives or acquaintances working for P&J Machining? YES NO If yes, who? _____

PROFESSIONAL REFERENCES

NAME	COMPANY	PHONE	YRS WORKED WITH

EDUCATION

	SCHOOL NAME	YEARS COMPLETED	FIELD OF STUDY	DEGREE DIPLOMA CERTIFICATE
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
TECHINICAL/BUSINESS				
ADDITIONAL				

SKILLS & QUALIFICATIONS

Other qualifications such as specials skills, abilities or honors that should be considered.

Types of computers, software and other equipment you are qualified to operate.

Additional skills, including supervision skills, other languages, machines or equipment used.

EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary. No more than 10 years history recommended.

<i>Employer name and address</i>	<i>Position Title/Duties, Skills:</i>	<i>Start Date:</i>
		<i>End Date:</i>
		<i>Reason for leaving:</i>
<i>Starting Pay</i>		
<i>Ending Pay</i>	<i>Supervisor:</i>	<i>Phone:</i>
<i>Employer name and address</i>	<i>Position Title/Duties, Skills:</i>	<i>Start Date:</i>
		<i>End Date:</i>
		<i>Reason for leaving:</i>
<i>Starting Pay</i>		
<i>Ending Pay</i>	<i>Supervisor:</i>	<i>Phone:</i>
<i>Employer name and address</i>	<i>Position Title/Duties, Skills:</i>	<i>Start Date:</i>
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		<i>Reason for leaving:</i>
<i>Starting Pay</i>		
<i>Ending Pay</i>	<i>Supervisor:</i>	<i>Phone:</i>
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		<i>End Date:</i>
		<i>Reason for leaving:</i>
<i>Starting Pay</i>		
<i>Ending Pay</i>	<i>Supervisor:</i>	<i>Phone:</i>

Read and Sign:

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason.

Signature: _____

Date: _____

We are an equal opportunity employer. It is our policy to afford equal opportunities for all qualified persons, regardless of their race, creed, color, age, gender, sexual orientation, national origin, religion, disability, medical condition, marital status, or veteran status. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program, activity or facility on the basis of these factors.

EEO Self-Identification Form
Completion of this form is voluntary

P&J Machining, Inc is an equal employment opportunity/affirmative action employer. It does not discriminate on the basis of race, color, national origin, sex, religion, ancestry, age, sexual orientation, marital status, disability, veteran status, citizenship status, or any other protected characteristic. Certain laws and regulations regarding equal employment opportunity, and/or affirmative action require us to compile, maintain, and report certain information on employees. In order to comply with these laws and regulations, we are requesting your cooperation in completing this voluntary EEO Self-Identification Form.

The information on this EEO Self-Identification Form is being requested and will be used solely for record keeping and reporting purposes. Submission of this form by you is voluntary. Please be assured that you will not be subjected to any adverse treatment if you do not provide the information requested. In the event that you do provide the information requested, the information and this form will be processed and maintained separately from your employment application forms and your personnel file.

For the purpose of this form, please indicate the group in which you appear to belong, identify with, or regarded in the community as belonging. However, only count yourself in one ethnic/minority group.

RACE AND ETHNIC IDENTIFICATION (SEE DEFINITIONS BELOW)

- Hispanic or Latino
- White (Not Hispanic or Latino)
- Black or African American (Not Hispanic or Latino)
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- Asian (Not Hispanic or Latino)
- American Indian or Alaska Native (Not Hispanic or Latino)
- Two or More Races (Not Hispanic or Latino)

GENDER

Female

Male

RACE AND ETHNIC CATEGORY DEFINITIONS

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the Black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaskan Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

VETERAN STATUS

Are you a veteran? Yes No If so, what branch? _____ When? _____