



Employment Application

Date _____

Please fill out this application to the best of your ability. Print all information. Answer all questions accurately and completely. Print "N/A" in any space that does not apply to you. We are an equal opportunity employer and do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, sexual orientation, gender identity, citizenship status, or marital status.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Name _____ Soc. Sec. No. _____

Address _____ Home No. () _____

City _____ Cell Phone No. () _____

State _____ Zip _____ Preferred Contact No. () _____

How long have you lived at this address _____ Previous address _____

Email address _____

Are you lawfully authorized to work in the United States? Yes No

Have you ever been convicted of a felony? Yes No

Are you over 18 years of age? Yes No

If yes, describe _____
 NOTE: Conviction of a crime will not necessarily disqualify you for employment. Each conviction will be judged on its own merits with respect to time and job relatedness.

How were you referred to A.Y. McDonald? _____ Have you ever applied to us before? _____ When? _____

Have you been employed by this company before? Yes No When? _____ Position _____

Whom do you know here? _____

List relatives employed by A.Y. McDonald (give name, relationship and position) _____

Position applied for _____ Date available _____

Education Years completed (please circle one) 6 7 8 9 10 11 12 13 14 15 16

EDUCATIONAL INSTITUTION	LOCATION CITY, STATE	NO. OF YEARS ATTENDED	DIPLOMA, DEGREE OR CREDITS EARNED	SUBJECTS STUDIED	
				MAJOR	MINOR
High School					
College or University					
Business, Trade or Extension School					

Mechanical

Can you read and work from blueprints? _____ Can you set your own tools? _____

Do you have any CNC experience? _____ Can you read micrometers? _____

Experience

Check (✓) or list below the kind of work/equipment you have experience with.

- Typing
- Word Processor
- Excel
- Ten Key Adding Machine
- Word
- PowerPoint
- Personal Computer
- Windows
- Other Software packages (list below)

List training seminars or other job related skills _____

EXPERIENCE

List the positions that best describe your most significant abilities, training and experience (last position first).

If you include volunteer activities, please exclude organizations that might indicate race, color, religion, national origin, disability, sexual orientation, citizenship status, marital status, age, sex, or other protected status.

NAME AND ADDRESS OF BUSINESS		DESCRIBE SIGNIFICANT WORK EXPERIENCES	
POSITION HELD	PHONE		
NAME AND TITLE OF SUPERVISOR			
WEEKLY WAGES		DATE EMPLOYED	
STARTING	ENDING	FROM	TO
		REASON FOR LEAVING	
NAME AND ADDRESS OF BUSINESS		DESCRIBE SIGNIFICANT WORK EXPERIENCES	
POSITION HELD	PHONE		
NAME AND TITLE OF SUPERVISOR			
WEEKLY WAGES		DATE EMPLOYED	
STARTING	ENDING	FROM	TO
		REASON FOR LEAVING	
NAME AND ADDRESS OF BUSINESS		DESCRIBE SIGNIFICANT WORK EXPERIENCES	
POSITION HELD	PHONE		
NAME AND TITLE OF SUPERVISOR			
WEEKLY WAGES		DATE EMPLOYED	
STARTING	ENDING	FROM	TO
		REASON FOR LEAVING	

Please list employers you prefer we **not** contact for references: _____

Which of the above jobs did you like best? _____ Why? _____

What kinds of work are you now confident you can do satisfactorily? _____

What salary (earnings) would seem reasonably satisfactory to you to start with? \$ _____ After one year? \$ _____

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize investigation into all statements I have made on this application as may be necessary for reaching an employment decision. I understand that A.Y. McDonald Mfg. Co. will attempt to verify statements made on my application and made during my employment interview.

If I am employed, I understand that any false or misleading information provided in any application or interview(s) may result in discharge if and when discovered. I understand also that if employed, I am required to abide by all the rules and regulations of A.Y. McDonald Mfg. Co.. The completion of this application does not indicate there are any positions open and does not in any way obligate A.Y. MCDONALD MFG. CO.

This application shall be considered active for no more than 45 days. After that time, applicants will be required to resubmit a completed application.

I UNDERSTAND I WILL NOT BECOME AN EMPLOYEE UNTIL VERIFICATION OF PREVIOUS EMPLOYMENT AND REFERENCES, AND EMPLOYMENT WILL BE CONTINGENT UPON MY SATISFACTORILY MEETING THE PHYSICAL REQUIREMENTS OF THIS JOB AND DRUG FREE STATUS, AS REQUIRED BY THE COMPANY.

I UNDERSTAND THAT ALL EMPLOYMENT HERE IS AT-WILL AND NEITHER THIS DOCUMENT NOR ANY OFFER OF EMPLOYMENT FROM THIS EMPLOYER CONSTITUTES AN EMPLOYMENT CONTRACT UNLESS A SPECIFIC DOCUMENT IS EXECUTED IN WRITING. I UNDERSTAND THAT I HAVE THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME WITH OR WITHOUT NOTICE, WITH OR WITHOUT CAUSE, AND THAT A.Y. MCDONALD MFG. CO. HAS A SIMILAR RIGHT. I UNDERSTAND THAT NO ONE OTHER THAN THE PRESIDENT HAS AUTHORITY TO MAKE ANY OTHER AGREEMENT AND THAT ANY SUCH AGREEMENT MUST BE IN WRITING.

Signature of applicant _____ Date _____

Authorization to release employment reference information

I, _____, understand that A.Y. McDonald Mfg. Co. will attempt to verify statements made on my application and made during my employment interview. When contacted by this company, I give my permission for my former employers to answer any and all questions based upon information available to them in my prior employment records. I understand that it is possible that my prior employment records may not be accurate. Nonetheless, in consideration of this company's review of this application, I release this company and all former employers from any liability as a result of furnishing and receiving reference information. I understand that my failure to sign this reference release so the company can contact references and make a full background check of my previous work history will be deemed interference with and a withdrawal of my application for employment.

_____ *Yes _____ *No *Place your initials in the appropriate space to indicate and document your consent to this authorization.

Signature _____ Date _____