

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer IJ Tech Mechanical does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selectin decisions be based on job-related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. Please print clearly. In answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Applicant Information

Full Name: _____ Date: _____

Last

First

M.I.

Address: _____

Street Address

Apartment/ Unit #

City

State

ZIP Code

Phone: _____ Email: _____ SSN: _____

Position you are applying for: _____ Available Start Date: _____

Are you presently employed? Yes No

Have you ever been fired from a job or asked to resign? Yes No

If yes, please explain: _____

Are you a United States Citizen? Yes No

Are you eligible to work in the US? Yes No

Are you 18 years of age or older? Yes No

How did you learn about IJ Tech Mechanical? _____

Have you ever applied to IJ Tech Mechanical before? Yes No If yes, when? _____

Were you ever employed at IJ Tech Mechanical? Yes No If yes, when? _____

If hired, do you expect to be engaged in any additional business or employment outside of IJ Tech Mechanical?

Yes No

If yes, please explain: _____

Do you have a valid Driver's License? Yes No

Driver's License Number: _____ Class of License: _____ State: _____

Have you had your Driver's License suspended or revoked in the last three years? Yes No



If yes, please explain: _____

If hired, are you willing to give IJ Tech Mechanical permission to obtain your basic driver information through PennDOT?
Yes No

Have you ever been convicted of any law violation, other than minor traffic violations? Include any plea of "guilty" or "no contest." Yes No

If yes, please explain: _____

If hired, are you willing to apply for a United State Government Security Clearance? Yes No

If no, please explain: _____

Education and Experience

High School: _____ Address: _____

Did you graduate? Yes No Years Completed: _____

College: _____ Address: _____

Degree: _____ Years Completed: _____

Trade School: _____ Address: _____

Degree: _____ Years Completed: _____

How many years of experience do you have that is directly related to the position in which you are applying? _____

List professional, trade, business or civic activities and offices held: _____

List professional certifications directly related to the position in which you are applying: _____

What machines or equipment can you operate that relate to the job for which you are applying? _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No



Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

References

Please list three references, who are not relatives or former employers.

Name: _____ Relationship: _____

Address: _____ Phone: _____

Name: _____ Relationship: _____

Address: _____ Phone: _____

Name: _____ Relationship: _____

Address: _____ Phone: _____

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, unless otherwise indicated above, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand that I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post- employment drug screen as a condition of employment, if required.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE PRESIDENT OR CEO OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT OR CEO AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature consent to these statements.

Signature: _____ Date: _____