

APPLICATION FOR EMPLOYMENT

Applicants will be subject to pre-employment drug testing.
Yanke Machine Shop is a Drug-Free Workplace.

| | | | |
|-----------------------------|-------|-------------|----------------|
| PERSONAL INFORMATION | | | DATE _____ |
| NAME | | | |
| Last | First | Middle | |
| PRESENT ADDRESS | | | |
| | | | City State zip |
| ALTERNATE ADDRESS | | | |
| | | | City State |
| PHONE NO. | | REFERRED BY | |

| | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------|
| GENERAL | | | |
| WHAT FOREIGN LANGUAGES DO YOU SPEAK FLUENTLY? | | READ | WRITE |
| U.S. MILITARY OR NAVAL SERVICE | | RANK | |
| U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No | If employment is offered, can you submit a birth certificate, social security card, certificate of U.S. citizenship, or verification of your legal right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| If No, are you legally allowed to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No | If employment is offered, can you produce personal identification such as a U.S. passport, a driver's license, or photographic identification card issued by the State? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| If Yes, how long? _____ | | | |
| What date are you available for employment? | | | |
| Have you ever applied for a position with this Company? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Location | When |
| Are you presently on layoff or leave of absence from any other company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain here: | | | |
| | | | |

| EDUCATION | | | | | | | | | | | |
|--------------------------------------------|----------------------------|--------------------|----------------------------|---|---|---|-------------------------------------------------------------|----------------|--------------------------------|-------------------------------------------------------------|--------------------|
| TYPE OF SCHOOL | NAME AND ADDRESS OF SCHOOL | MAJOR(S) OR COURSE | CIRCLE LAST YEAR COMPLETED | | | | GRADUATE? | GIVE DEGREE(S) | CUM G.P.A. SCALE (IE) 4.0, 5.0 | STILL ATTENDING? | LAST YEAR ATTENDED |
| Elementary | | | 5 | 6 | 7 | 8 | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| High School | | | 1 | 2 | 3 | 4 | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| College | | | 1 | 2 | 3 | 4 | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Graduate School | | | 1 | 2 | 3 | 4 | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Business or Trade School | | | 1 | 2 | 3 | 4 | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Correspondence or Night School | | | 1 | 2 | 3 | 4 | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Other job-related educational institutions | | | 1 | 2 | 3 | 4 | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|--|----------------------------------------------------------------------------|
| WORK PREFERENCES | | | |
| Answer only the questions that apply to you and the position for which you are applying. | | | |
| What type of employment do you want? <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Summer | | | Will you work shifts? |
| For what type of position are you applying? | | | |
| Are you willing to travel? <input type="checkbox"/> Yes <input type="checkbox"/> No | What percent of the time? | | Can you type? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you willing to relocate? <input type="checkbox"/> Yes <input type="checkbox"/> No | What is your minimum salary requirement? | | Can you keypunch? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | W.P.M. |
| | | | W.P.M. |

(CONTINUED ON OTHER SIDE)

EMPLOYMENT HISTORY (LIST BELOW CURRENT AND PREVIOUS EMPLOYERS, STARTING WITH CURRENT OR LATEST EMPLOYER FIRST)

| DATE MONTH AND YEAR | EMPLOYER NAME, ADDRESS AND PHONE | SALARY | POSITION | REASON FOR LEAVING |
|------------------------|----------------------------------|--------|----------|--------------------|
| FROM | | | | |
| TO | | | | |
| FROM | | | | |
| TO | | | | |
| FROM | | | | |
| TO | | | | |
| FROM | | | | |
| TO | | | | |

REFERENCES:

GIVE BELOW THE NAMES OF THREE PERSONS, NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

| NAME | PHONE / ADDRESS | BUSINESS | YEARS KNOWN |
|------|-----------------|----------|-------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

As an applicant for employment, I understand the following:

- All information is subject to verification.
- Any misrepresentation or falsification of information requested here will be cause for rejection of this application or for subsequent discipline up to and including my dismissal from employment.
- If my application for employment is accepted, the effective date of my employment shall be the time I actually begin to work. If I am employed, I agree to comply with and be bound by the safety and health rules and regulations of the company.
- My employment is not guaranteed for any term, and that my employment may be terminated by the company or myself for any reason.
- No management official is authorized to make any oral assurance or promise of continued employment.
- I authorize a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons and corporations requesting or supplying such information.
- I agree to submit to any lawful drug testing that may be required as a condition of employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge.
- I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status, or, if aliens, their legal authorization to work in the U.S. Therefore, I realize that any offer of employment would be contingent upon my ability to produce the required documentation within the time period required by law.

DATE

SIGNATURE

INTERVIEWED BY _____

DO NOT WRITE BELOW THIS LINE

DATE _____

REMARKS: _____

| | | | |
|-------------|--|-----------|--|
| NEATNESS | | CHARACTER | |
| PERSONALITY | | ABILITY | |

| | | | | |
|--------------------|-----------|------------|-----------------|--------------|
| HIRED | FOR DEPT. | POSITION | WILL REPORT | SALARY WAGES |
| APPROVED: 1. | | 2. | 3. | |
| EMPLOYMENT MANAGER | | DEPT. HEAD | GENERAL MANAGER | |

This Company will not discriminate against any employee or applicant for employment because of age, religion, sex, race, color, national origin, disability, non-job-related handicap, or because they are a disabled veteran or Vietnam era veteran. Answers to application questions will be utilized for applicable, job-related information only.

The manufacturer of this form assumes no responsibility and hereby disclaims any liability for the inclusion in this form, of any questions upon which a violation of State and Federal Laws may be based.