

Olivia Machine Shop, Inc. Employment Application

Date: _____

EMPLOYEE INFORMATION

Name: _____
 Last First Middle

Phone: _____ Email: _____ Alternate Phone: _____

Address: _____

Are you able to perform the essential functions of the position without accommodations?

Yes No

Do you have a valid MN drivers license:
 Any violations in the last 3 years

Yes No
 Yes No

if yes, Explain: _____

I am able to lift at least 50 lbs

Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status?

Yes No

Are you 18 years old or older Yes No

EMPLOYMENT DESIRED

Position: _____

Are you employed now?

Yes No

if so, do you mind if we inquire of your present employer?

Yes No

Date you can start: _____

EDUCATION	Name and location of school	No. of years attended	Did you graduate?	Subjects Studied
GRAMMAR SCHOOL (K-8)				
HIGH SCHOOL				
COLLEGE				
TRADE OR BUSINESS, SCHOOL				

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Subjects of special study or research work:	
Special Skills:	

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH MOST RECENT ONE FIRST).

Date		Name and Address of Employer	Salary	Position	Reason for Leaving
Month and Year	Month and Year				
From					
To					
From					
To					
From					
To					

I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED. MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE, AT ANYTIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

Date _____ Signature _____