

Application for Employment

Clifford-Jacobs Forging Company

P.O. Box 830

Champaign, IL 61824-0830

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for _____ Date of application _____

Referral Source Advertisement Employee Relative Government Employment Agency
 Walk-in Private Employment Agency Other _____
Name of source (if applicable) _____

Name _____
FIRST MIDDLE LAST

Address _____
STREET CITY STATE POSTAL CODE

Telephone # _____ Mobile/Beeper/Other Phone # _____ Social Security # _____

If necessary, best time to call you at home is _____ AM PM

May we contact you at work?..... YES NO

If yes, work number and best time to call Phone Number _____ AM PM

If you are under 18 and it is required, can you furnish a work permit?..... YES NO

If no, please explain _____

Have you submitted an application here before? YES NO

If yes, give date(s)..... _____

Have you ever been employed here before? YES NO

If yes, give dates _____

Are you legally eligible for employment in this country? YES NO

Date available for work _____

Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-Op

Will you relocate if the job requires it? YES NO Will you travel if job requires it? YES NO

Are you able to meet the attendance requirements of the position? YES NO

Will you work overtime if required? YES NO

If no, please explain _____

Have you ever been bonded? YES NO

Driver's license number if driving is an essential job function _____ State _____

Employment History

Provide the following information for your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

EMPLOYER _____ TELEPHONE _____		DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
ADDRESS _____		FROM _____	TO _____		
JOB TITLE _____		HOURLY RATE/SALARY STARTING			
IMMEDIATE SUPERVISOR AND TITLE _____		\$ _____	PER _____		
REASON FOR LEAVING _____		HOURLY RATE/SALARY FINAL			
MAY WE CONTACT FOR REFERENCE? <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> LATER		\$ _____	PER _____		
EMPLOYER _____ TELEPHONE _____		DATES EMPLOYED			SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS _____		FROM _____	TO _____		
JOB TITLE _____		HOURLY RATE/SALARY STARTING			
IMMEDIATE SUPERVISOR AND TITLE _____		\$ _____	PER _____		
REASON FOR LEAVING _____		HOURLY RATE/SALARY FINAL			
MAY WE CONTACT FOR REFERENCE? <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> LATER		\$ _____	PER _____		
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MAY WE CONTACT FOR REFERENCE? <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> LATER		\$ _____	PER _____		
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EMPLOYER _____ TELEPHONE _____		DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
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JOB TITLE _____		HOURLY RATE/SALARY STARTING			
IMMEDIATE SUPERVISOR AND TITLE _____		\$ _____	PER _____		
REASON FOR LEAVING _____		HOURLY RATE/SALARY FINAL			
MAY WE CONTACT FOR REFERENCE? <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> LATER		\$ _____	PER _____		

Comments INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT

Skills and Qualifications Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Educational Background IF JOB-RELATED

A. List last three (3) schools attended, starting with most recent. **B.** List number of years completed. **C.** Indicate degree or diploma earned, if any. **D.** Grade Point Average or Class Rank. **E.** Major field of study. **F.** Minor field of study (if applicable).

A. SCHOOL	B. NUMBER OF YEARS COMPLETED	C. DEGREE DIPLOMA	D. GPA CLASS RANK	E. MAJOR	F. MINOR

References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

NAME	TELEPHONE	YEARS KNOWN

Additional Information

List professional, trade, business, or civic associations and any offices held.

EXCLUDE MEMBERSHIPS WHICH WOULD REVEAL SEX, RACE, RELIGION, NATIONAL ORIGIN, AGE, COLOR, DISABILITY OR ANY OTHER SIMILARLY PROTECTED STATUS.

ORGANIZATION	OFFICE HELD

List special accomplishments, publications, awards, etc.

EXCLUDE MEMBERSHIPS WHICH WOULD REVEAL SEX, RACE, RELIGION, NATIONAL ORIGIN, AGE, COLOR, DISABILITY OR ANY OTHER SIMILARLY PROTECTED STATUS.

List any additional information you would like us to consider.

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant _____

Date _____

Submission:
Save this form and email it to: hr@clifford-jacobs.com