

**VALLEY MACHINING COMPANY****APPLICATION FOR EMPLOYMENT**

EQUAL OPPORTUNITY EMPLOYER

1250 22nd Ave., PO Box 155, Rock Valley IA 51247 / 712.476.2828

This company is an equal employment opportunity employer. All applicants will be considered without regard to age, color, national origin, religion, disability, sex, or other protected status in accordance with applicable federal and state equal employment opportunity laws. This company will strive to accommodate any physical or mental limitations of employees or applicants in order to accomplish the essential functions of a job.

NAME: _____

STREET: _____ CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: (____) _____ SOCIAL SECURITY # _____ - _____ - _____

DATE AVAILABLE FOR EMPLOYMENT _____

If employed and under 18, can you furnish a work permit? _____ Yes _____ No

Have you ever been employed by this company? _____ Yes _____ No

Are you employed now? _____ Yes _____ No

May we contact your present employer? _____ Yes _____ No

If yes, give name: _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? _____ Yes _____ No

Type of work desired: _____

Do you have a valid driver's license? _____ Yes _____ No

Can you perform the essential functions of the job(s) for which you are applying? _____ Yes _____ No

Are you available to work: _____ Full-Time _____ Part-Time _____ Over-Time _____ Nights

Have you been convicted of a felony? _____ Yes _____ No

(Please note that a "yes" answer will not bar you from consideration for employment.) If yes, please explain:

EDUCATION:

	Elementary	High	College/Graduate
School Name			
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4

SPECIAL SKILLS, QUALIFICATIONS AND CONSIDERATIONS:

Summarize special skills and qualifications, volunteer activities, military experience, employment or other activities related to the job you are seeking:

REFERENCES:

List three (3) non-relatives who are familiar with your qualifications and actual work history and ability:

Name	Occupation/Relationship	Years Known	Telephone

EMPLOYMENT EXPERIENCE: Start with your present or last job. List your last four jobs in order. Do not omit any job.

Employer_____	Supervisor's Name_____
Address_____	Your Position/Title_____
Telephone Number_____	Employed from_____to_____
Reason for leaving_____	Rate of Pay_____

Employer_____	Supervisor's Name_____
Address_____	Your Position/Title_____
Telephone Number_____	Employed from_____to_____
Reason for leaving_____	Rate of Pay_____

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Reason for leaving_____	Rate of Pay_____

Employer_____	Supervisor's Name_____
Address_____	Your Position/Title_____
Telephone Number_____	Employed from_____to_____
Reason for leaving_____	Rate of Pay_____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK FOR ASSISTANCE BEFORE SIGNING.

I certify that all answers and statements I have made on this application (and resume or other supplementary materials) are true and complete without omissions. I understand that any false information will be grounds for refusal to hire or for immediate discharge if I am employed. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, character and qualifications, including driver and/or credit history.

_____Yes _____No

If hired, I will be responsible for familiarizing myself with all rules and regulations of the company as they presently exist or are later modified. If hired I recognize that my employment can be terminated, at the discretion of the company or at my option, with two weeks' notice.

_____Yes _____No

I understand this application is not an offer of employment and no promises or representations of employment have been made to me at this time.

_____Yes _____No

I have read, understand, and agree with the above.

Signature of applicant _____

Date_____

Note: All personnel records are kept confidential and are not released to anyone without written authorization. This application is valid for only ninety (90) days from the date I signed. If I want to be considered for job openings more than ninety (90) days from date signed, I will submit a new application.