AusTex Machine & Design
From Concept to Creation

APPLICATION FOR EMPLOYMENT

Austex Machine & Design is an Equal opportunity Employer, committed to employing individuals without regard to race, color, age, sex, marital status, veteran status, religion, creed, national origin, ancestry, or handicap.

(Please list your full name) Date of Application _____

Name _____
First Name ***Middle Name*** ***Last Name***

Current Address _____
Street City State Zip Code

Phone # _____ Drivers License #._____ State Issued _____

Previous Addresses _____
Street City State Zip Code From Yr. / To Yr.

(if any) _____
Street City State Zip Code From Yr. / To Yr.

_____
Street City State Zip Code From Yr. / To Yr.

Are you at least 18 years old? Yes _____ No _____
If you are hired and you are under 18, can you furnish a work permit? Yes _____ No _____

GENERAL:
Have you ever applied to or been employed by our Company before? Yes _____ No _____
If yes, give dates: _____
Are you employed now? Yes _____ No _____
If yes, may we contact your present employer ? Yes _____ No _____
If yes, person to contact: _____ Phone # _____

If we cannot inquire of your present employer, please explain why: _____

_____

_____

Are you on layoff and subject to recall? Yes _____ No _____

If employed, does your employment require you to continue working for your current employer, or restrict your activities after leaving your current employment, for any period of time?
Yes _____ No _____ If yes, until what date? _____

Are you prevented from becoming lawfully employed in this Country because of VISA or Immigration Status? Yes _____ No _____

(Proof of citizenship or immigration status is required by federal law upon employment.)
For what position(s) are you applying? _____

Are you physically and mentally capable of performing the essential duties of the position for which you are applying? Yes _____ No _____ If not, please explain: _____

_____

Are you a veteran of the U. S. Military service? Yes _____ No _____
If yes, what branch? _____ Served from _____ to _____

Have you been convicted of a crime, other than a minor traffic violation, within the last ten (10) years? Yes _____ No _____ If yes, explain: _____
_____

(A conviction record will not necessarily be a bar to your employment. Factors such as the age and type of offense, the seriousness and nature of the violation, and your rehabilitation will be taken into account.)

DATE YOU CAN START: _____ SALARY DESIRED:_____

EMPLOYMENT HISTORY:

(List below your last two employers, beginning with your current or most recent employer.)

FROM _____ TO_____ COMPANY _____

ADDRESS _____PHONE_____

POSITION _____WAGE / SALARY_____

REASON FOR LEAVING _____

FROM _____ TO_____ COMPANY _____

ADDRESS _____PHONE_____

POSITION _____WAGE / SALARY_____

REASON FOR LEAVING _____

EDUCATION:

High School
School Name_____
City / State _____
Did you graduate?_____ Subjects Studied _____

Trade, Business, or Technical School
School Name_____
City / State _____
Did you graduate? _____ Subjects Studied_____
Attended from (Month/Year) _____ to (Month/Year) _____

College
School Name_____
City / State _____
Did you graduate? _____ Subjects Studied_____
Attended from (Month/Year) _____ to (Month/Year)_____

Other Special Study or Research Work
_____When? _____
_____When? _____
_____When? _____

REFERENCES: Give the names of three persons not related to you, whom you have known at least one year.

NAME	OCCUPATION	YEARS ACQUAINTED

1. _____

Address / Phone_____

2. _____

Address / Phone_____

3. _____

Address / Phone _____

Please Read This Statement Carefully

I understand and agree that, if I am employed by Austex Machine & Design, my employment is for no definite period of time and can be terminated, with or without cause or notice at any time, at the option of either Austex Machine & Design, or myself. I understand that no representative of Austex Machine & Design, other than an officer, has any authority to enter into any agreement for any employment for any specified period of time or to make any agreement with me contrary to the foregoing, except that an officer of Austex Machine & Design. may do so in writing.

I further agree to take any lawful medical or honesty examination required by the Company upon receiving a conditional offer of employment by the Company, or, after I

am hired, as a condition of my continued employment. I agree that my refusal to take any such lawful examination may be cause for termination of my employment. I further understand that the company may require a pre-employment drug test for illegal substances, and that the Company will not hire any applicant who tests positive or refuses to consent to pre-employment drug testing. I further understand that an employee who tests positive for illegal drugs or alcohol usage during working hours or who refuses to consent to drug and alcohol testing is subject to discharge.

I authorize investigation of my driving, criminal and employment history as required by the Company as a condition of my being hired, or, if I am hired, as a condition of my continued employment.

I release all persons or companies conducting any lawful medical or honesty examination from any liability.

I also agree to take any lawful honesty detection examination and I release all persons or companies conducting such examination from any liability.

I certify that the facts contained in this Application are true and complete to the best of my knowledge and understand that, if I become employed, any false information I may have provided on this Application shall be grounds for my dismissal. I also understand that I am required to abide by all rules and regulations of the Company.

_____ _____

_____

DATE OF BIRTH

DO NOT WRITE BELOW THIS LINE

_____

HIRED: _____ Yes _____ No **POSITION _____**

DEPT. _____ **SALARY/ WAGE _____**

DATE REPORTING TO WORK _____ **SHIFT _____**