

APPLICATION FOR EMPLOYMENT ~ METALCRAFT MINING EQUIPMENT REBUILDERS, INC.

PO BOX 58 ~ FENWICK, WEST VIRGINIA 26202

PHONE (304) 872-2950 ~ metalcraftminingequipment.com

Applicant Information

Position(s) applied for _____ Date of application _____

Name _____ Social Security # _____

Address _____
Street Address City State Zip

Home Phone # _____ Mobile #/Other # _____

Are you legally eligible for employment in the U.S.A.? Yes No

If you are under age 18 and it is required, can you furnish a work permit? Yes No If no, explain _____

Have you been employed here before? No Yes When? _____

Date available to begin work _____ Desired starting pay rate _____

Type of employment you are seeking. Full-Time Part-Time Temporary

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)?

Yes No This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Driver's license number if you are applying for a position where driving may be required. _____ Expires _____

Answering "yes" to either of the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pleaded "guilty" or "no contest" to, or been convicted of a crime? No Yes

If yes, please provide date and criminal charge. _____

Educational Background

High School _____ Location _____

Did you graduate? Yes No If no, have you obtained a GED? Yes No

College _____ Location _____

Course of study _____ Did you graduate? No Yes Degree _____

Graduate School _____ Location _____

Course of study _____ Did you graduate? No Yes Degree _____

Vocational/Other _____ Location _____

Course of study _____ Did you graduate? No Yes Diploma _____

Other Skills and Qualifications

Summarize any special training, skills, licenses, and/or certificates that may assist you in performing the duties of the position for which you are applying:

Employment Experience

Start with your present or most recent job and work backward. You may exclude employment which indicates race, color, gender, national origin, disabilities or other protected status.

Employer _____ Contact Name _____
Address _____ Phone # _____
Job Title _____ Dates Employed: from (mm/yy) _____ to (mm/yy) _____
Hourly Rate or Salary Starting _____ Ending _____ Reason for Leaving _____
May we contact this employer for a reference? Yes No

Employer _____ Contact Name _____
Address _____ Phone # _____
Job Title _____ Dates Employed: from (mm/yy) _____ to (mm/yy) _____
Hourly Rate or Salary Starting _____ Ending _____ Reason for Leaving _____
May we contact this employer for a reference? Yes No

Employer _____ Contact Name _____
Address _____ Phone # _____
Job Title _____ Dates Employed: from (mm/yy) _____ to (mm/yy) _____
Hourly Rate or Salary Starting _____ Ending _____ Reason for Leaving _____
May we contact this employer for a reference? Yes No

NOTICE TO APPLICANTS

Screening tests for illegal drug use may be required before hiring & during your employment.

Applicant Statement

I certify that all the information I have provided in order to apply for and secure work with this employer is true, complete and correct. I understand that if any false or misleading information, omissions or misrepresentations are discovered, it will be sufficient cause to (a) eliminate me from further consideration for employment and/or (b) may result in my immediate discharge from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional) employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

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

I understand that this application remains current for only **90 days**. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

It is the policy of the Company to provide equal opportunity with regard to all terms and conditions of employment. This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, sex, national origin, citizenship, age, disability, veteran status or any other protected status under applicable federal, state or local law.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____