



Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact Human Resources.

(Please print clearly and complete all sections of this application. Do not write in shaded areas)

Personal Data

Name:				
First	Middle	Last		
Present Address:				
Street	City	State	Zip	
How Long at this address?		Social Security Number:		
Home Telephone:		Message Telephone:		
E-Mail Address:				

Position Data

Position Applying For:		Application Date:		
Referral Source:	<input type="checkbox"/> Walk –in <input type="checkbox"/> Advertisement <input type="checkbox"/> Government employment agency	<input type="checkbox"/> Employment agency <input type="checkbox"/> Mid-West employee <input type="checkbox"/> Other		
Name of Referral Source				
Are you related to anyone in our employ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give name:		
When are you available to begin work?		Pay expected:		
Type of employment desired:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal			

Have you filed an application here before? Yes No

If yes, give date: Date: _____

Have you ever been an employee of Mid-West Spring & Stamping? Yes No

Are you legally eligible for employment in the United States? Yes No

If you are under the age of 18, can you furnish a work permit? Yes No

Are you employed now? Yes No

Are you willing to travel if the job requires it? Yes No

Are you able to meet the attendance requirements of this position? Yes No

Will you work overtime if required? Yes No

Employment History

List your last three (3) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in the comments section below.

Current or Last Employer:	Telephone:	Date Started:	to	Date Left:
Address:		Starting Rate of Pay: \$ _____		
Job Title:		Current or Last Pay Rate: \$ _____		
Immediate Supervisor's Name & Job Title:		Commission/Bonus/other: \$ _____		
Reason for leaving:				
Summarize the type of duties performed & Job Responsibilities.				
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				

Employer:	Telephone:	Date Started:	to	Date Left:
Address:		Starting Rate of Pay: \$ _____		
Job Title:		Current or Last Pay Rate: \$ _____		
Immediate Supervisor's Name & Job Title:		Commission/bonus/other: \$ _____		
Reason for leaving:				
Summarize the type of duties performed & Job Responsibilities.				
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				

Employer:	Telephone:	Date Started:	to	Date Left:
Address:		Starting Rate of Pay: \$ _____		
Job Title:		Current or Last Pay Rate: \$ _____		
Immediate Supervisor's Name & Job Title:		Commission/bonus/other: \$ _____		
Reason for leaving:				
Summarize the type of duties performed & Job Responsibilities.				
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				

Comments (include explanation of any gaps in employment) _____

Educational Background

List the last three (3) schools attended, starting with the most recent.

School Name	City/State or Country	Years completed	Degree/Diploma	Major Field of Study

References

List the names and telephone numbers of three business/work references who are not related to you and are not previous immediate supervisors. If not applicable, list school or personal references who are not related to you.

Name	Telephone	Years Known

Skills and Qualifications

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

Professional Affiliations

List any professional, trade, business, or civic associations in which you have participated. *Exclude any which would reveal sex, race, religion, national origin, age, color, disability, sexual orientation, or other protected status.*

List any additional information you would like us to consider.

Acknowledgment

Mid-West Spring & Stamping is an Affirmative Action/Equal Opportunity Employer, and does not discriminate in employment. It is the policy of Mid-West Spring and Stamping to consider applicants without regard to race, creed, sex, sexual orientation, color, national origin, age disability, veteran status, or any other legally protected status.

This application will be considered current for sixty (60) days. If Applicant has not been contacted via telephone by the conclusion of this period, it will be necessary to complete a new application.

An applicant who provides false or misleading information on the application, it may result in a refusal to hire or, if already hired, discipline up to and including the termination of employment. **A background check will be conducted on all applicants.** The background check will include: Criminal and civil records searches; Verification of Social Security number; Driving records, if job requires you to drive company vehicle. An applicant who does not want to submit to a background check will be able to withdraw his application from consideration.

Applicant gives Mid-West Spring & Stamping the right to investigate all references and to secure additional information about applicant, if job related. Applicant releases from liability Mid-West Spring & Stamping and its representatives for seeking such information, and all other persons, corporations, or organization for providing such information.

Applicant understands that it is the policy of Mid-West Spring & Stamping not to refuse to hire a qualified individual with a disability because of said person's need for an accommodation which would be required by the Americans with Disabilities Act (ADA).

Applicant agrees that any employment with Mid-West Spring & Stamping is considered to be "at will." This means that subsequent to hire, either Mid-West Spring & Stamping or Applicant may terminate the employment relationship at any time, for any reason, with or without notice and with or without cause.

Applicant agrees that Mid-West Spring & Stamping retains the right to establish compensation, benefits, and working conditions for all of its employees and to change, modify, or delete any aspects of its current or future compensation, benefits, and working conditions at its sole discretion.

Applicant agrees that subsequent to hire, Mid-West Spring & Stamping retains the sole discretion to modify the position, duties, and other terms and conditions of employment, including the right to impose discipline of whatever type and for whatever reason that Mid-West, at its sole discretion, determines to be appropriate. Nothing in this paragraph allows Mid-West to modify the at-will nature of Employee's employment unless such modification is done in writing by Mid-West's Director of Human Resources.

Mid-West Spring & Stamping is dedicated to maintaining an alcohol and drug-free work place, and the Company retains the right to test our employees for alcohol or drug use. All job offers will be contingent upon the successful results of a drug and alcohol test.

Signature of Applicant

Date