



7010 Lindsay Drive, Mentor Ohio 44060, Phone: 440-974-1300 Fax: 440-974-3719 Email: resume@process-technology.com

APPLICATION FOR EMPLOYMENT

Date ___/___/___

We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability or veteran status.

PERSONAL BACKGROUND

Name _____ Social Security # _____
Last First Middle

Present Address _____
Street City State Zip Code

Phone Number (____) _____ Referred by _____

Position Applying for _____ Date you can start ___/___/___

Full Time Part Time Specify Hours Available _____ Salary Desired _____

Are you employed? _____ If so, may we inquire of your present employer? _____

Have you ever applied to this company before? Yes No When? _____

Are you willing to work overtime? Yes No

If driving is a requirement of the job for which you are applying, do you have a valid driver's license? Yes No

If you are a minor, can you produce the work certificate necessary to obtain employment? Yes No

Are you able, at the time of employment, to submit verification of your legal right to work in the U.S.? Yes No

(Verification and completion of Form I-9 must be submitted no later that three business days after date of hire)

EDUCATIONAL BACKGROUND	NAME AND LOCATION OF SCHOOL	CHECK HIGHEST GRADE COMPLETED	MAJOR AREA OF STUDY
High School		9 10 11 12/GED	
College		1 2 3 4	
Trade, Business or Graduate School			

WORK EXPERIENCE

Please list below your last four employers, starting with your present or last place of employment. You may include any verifiable work performed on a volunteer basis, internship or military service.

Date Mo / Yr	Name, Address and Phone Number of Employer	Salary	Position	Name of Supervisor	Reason for Leaving
From					
To					
From					
To					
From					
To					
From					
To					

List any specialized technical skills (i.e., computer programming, software, manufacturing or office equipment operation, special tools or machines):

List your qualifications for the specific position for which you are applying:

REFERENCES

Please give the names of three additional work-related references whom we may call. Please do not list relatives. Individuals with no prior work experience may list school or volunteer-related references.

	Name & Position	Company	Telephone Number
1)			
2)			
3)			

APPLICANT'S STATEMENT

By signing this application, I understand that if hired by the company, I will be an employee at will. This means my employment with the company may be terminated at any time at the option of the company or me. I also understand that neither this application nor any communication by a management representative is intended to create, or does in fact create, a contract of employment.

I agree to conform to the rules and regulations of the company, and I understand that the company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at will.

I understand that the company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment. Consent to, and compliance with such policy is a condition of my employment, and continued employment is based on the successful passing of testing under such policy.

The above information is complete and true to the best of my knowledge. I understand that any misrepresentation or omission on my part of the facts in this application may result in immediate dismissal.

I hereby authorize you to conduct any investigation necessary concerning any part of my background related to the position I am seeking. I release all parties from any liability in connection with the provision and use of such information.

Applicant's Signature _____

Date _____ / _____ / _____

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