



## APPLICATION FOR EMPLOYMENT

Hayes Manufacturing is an Equal Employment Opportunity (EEO) company. We are dedicated to a policy of nondiscrimination in employment on ANY basis including race, color, religion, sex, national origin, age, disability, or genetic information.

(PLEASE PRINT)

### PERSONAL INFORMATION

REFERRED BY (IF APPLICABLE): \_\_\_\_\_ DATE: \_\_\_\_\_  
MM / DD / YYYY

NAME: \_\_\_\_\_  
LAST FIRST MIDDLE

PRESENT ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

PHONE NO.: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### EMPLOYMENT DESIRED

POSITION APPLYING FOR: \_\_\_\_\_

DATE YOU CAN START: \_\_\_\_\_

DESIRED SALARY / HOURLY RATE: \_\_\_\_\_

ARE YOU CURRENTLY EMPLOYED?  YES  NO

MAY WE CONTACT YOUR PRESENT EMPLOYER?  YES  NO

IF APPLYING FOR WELDER OR FITTER, PLEASE LIST EXPERIENCE:			
METHOD	YEARS	METHOD	YEARS
FCAW		SAW	
GMAW		SMAW	
GTAW		OTHER	

### EDUCATION & EXPERIENCE

EDUCATION	NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	GRADUATED?	DEGREE
HIGH SCHOOL	_____			
	_____			
COLLEGE	_____			
	_____			
TRADE OR BUSINESS SCHOOL	_____			
	_____			

SPECIAL SKILLS OR CERTIFICATIONS: \_\_\_\_\_

PRIOR MILITARY SERVICE?  YES  NO IF "YES," BRANCH OF SERVICE: \_\_\_\_\_

IF "YES," YEARS OF SERVICE: \_\_\_\_\_ CURRENT MEMBER OF GUARD/RESERVES?  YES  NO

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**APPLICATION FOR EMPLOYMENT (CONTINUED)**

**FORMER EMPLOYMENT**

*LIST BELOW YOUR LAST FOUR (4) EMPLOYERS, STARTING WITH MOST RECENT*

DATE (MONTH & YEAR)	NAME OF EMPLOYER	SALARY	POSITION	REASON(S) FOR LEAVING
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				

**REFERENCES**

*PROVIDE THREE (3) REFERENCES (NOT RELATED TO YOU) WHOM YOU HAVE KNOWN FOR AT LEAST ONE (1) YEAR.*

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED

**OTHER**

DO YOU OWN OR HAVE DIRECT ACCESS TO RELIABLE TRANSPORTATION?  YES  NO

IN THE LAST FIVE (5) YEARS, HAVE YOU BEEN CONVICTED OF ANY CRIME?  YES  NO

IF "YES," LIST CONVICTION(S) AND YEAR(S): \_\_\_\_\_

**CERTIFICATION OF UNDERSTANDING**

I HEREBY AUTHORIZE AND REQUEST ANY AND ALL OF MY FORMER EMPLOYERS AND ANY OTHER PERSON, FIRM, AGENCY, OR CORPORATION TO FURNISH ANY AND ALL INFORMATION CONCERNING MY CREDIT-WORTHINESS, PERSONAL BACKGROUND, CRIMINAL AND DRIVING RECORD(S), AND HEREBY RELEASE EACH EMPLOYER OR OTHER PERSON, FIRM, AGENCY OR CORPORATION FROM ANY AND ALL LIABILITY BY REASON OF FURNISHING THE REQUESTED INFORMATION. I UNDERSTAND THAT IN CONNECTION WITH THIS APPLICATION, A CONSUMER REPORT AND/OR AN INVESTIGATIVE CONSUMER REPORT MAY BE REQUESTED WHEREBY INFORMATION IS OBTAINED THROUGH PERSONAL INTERVIEWS WITH MY NEIGHBORS, FRIENDS, OR ASSOCIATES OR WITH OTHERS WITH WHOM I AM ACQUAINTED OR WHO MAY HAVE KNOWLEDGE WITH RESPECT TO MY CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS, AND MODE OF LIVING, AND HEREBY AUTHORIZE THE PROCUREMENT OF ANY SUCH REPORT. I UNDERSTAND THAT, UPON MY REQUEST, I HAVE THE RIGHT TO KNOW IF ANY SUCH REPORT WAS REQUESTED AND, IF SO, THE NAME AND ADDRESS OF THE CONSUMER REPORTING AGENCY THAT FURNISHED SUCH REPORT BY CONTACTING SUCH AGENCY. I ALSO UNDERSTAND THAT I HAVE THE RIGHT TO RECEIVE A COMPLETE AND ACCURATE DISCLOSURE OF THE NATURE AND SCOPE OF THE INFORMATION REQUESTED IF I REQUEST SUCH DISCLOSURE WITHIN A REASONABLE PERIOD OF TIME.

I UNDERSTAND THAT, IF EMPLOYED: 1) ANY MISREPRESENTATION OR OMISSION OF FACTS REQUESTED IN THIS APPLICATION IS CAUSE FOR DISMISSAL, AND 2) MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND I MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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