



**M.A. Ford Mfg. Co., Inc.**

**APPLICATION FOR EMPLOYMENT**

DATE
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Name (Last) (first) (Middle)			Are you under the age of 18? No <input type="checkbox"/> Yes <input type="checkbox"/>	
For checking prior records, provide other surnames under which you have worked.		Telephone (area code)	Cell Phone (area code)	
Print Address (No. & Street) City State Zip		Can you work overtime? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> 7 AM – 3 PM Shift <input type="checkbox"/> 3 PM – 11 PM <input type="checkbox"/> 11 PM – 7 AM	
E-mail Address	I am available for employment on a <input type="checkbox"/> Temporary Basis <input type="checkbox"/> Full time basis <input type="checkbox"/> Part time		Specify hours	
Type of position desired				
Starting wage desired		How were you referred to us? (Indicate name of agency, paper, employee etc.) <input type="checkbox"/> Agency <input type="checkbox"/> Newspaper <input type="checkbox"/> Employee <input type="checkbox"/> Other		
Have you ever worked for this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain Do you know anyone who works for this Company? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, who?				
Are you either a U.S. citizen or an alien authorized to work in the United States?				
Is there any reason you cannot perform the job as described? <input type="checkbox"/> No <input type="checkbox"/> Yes Explain:				
Educational Institutions :	Location:	Major and Minor Subjects	Certificate, Degree or No. of Credits	Grade Average
High School				
College or University				
Correspondence School				
Other				
List other special training related to the position you are seeking.				
If applicable to the position you are seeking, indicate other skills, business machines you can operate, etc. (including typing speed, facility with hand tools, use of micrometer, measuring gauges, machine tools, etc.)				
Do you have any inventions or patents? <input type="checkbox"/> No <input type="checkbox"/> Yes Explain:				

Beginning with your present or last position, list the last three jobs you have held, including a summary of major duties; (indicate military experience if job related.) If you wish to list more than three jobs ask for a continuation form. If you have a resume please attach to application.

<input type="checkbox"/>	Name of Employer		Type of Business		
Address				Phone	
Dates Employed From            To		Starting Title	Last Title	Starting Wage	Final Wage
Name of Supervisor		May we contact? <input type="checkbox"/> No <input type="checkbox"/> Yes		Reason for leaving?	
Brief Description of Duties					
<input type="checkbox"/>	Name of Employer		Type of Business		
Address				Phone	
Dates Employed From            To		Starting Title	Last Title	Starting Wage	Final Wage
Name of Supervisor		May we contact? <input type="checkbox"/> No <input type="checkbox"/> Yes		Reason for leaving?	
Brief Description of Duties					
<input type="checkbox"/>	Name of Employer		Type of Business		
Address				Phone	
Dates Employed From            To		Starting Title	Last Title	Starting Wage	Final Wage
Name of Supervisor		May we contact? <input type="checkbox"/> No <input type="checkbox"/> Yes		Reason for leaving?	
Brief Description of Duties					
Summarize prior relevant experience and fill in periods of unemployment or periods not accounted for above. Use a separate sheet of paper if you need more space.					

I authorize investigation of all statements contained in this application for employment. I understand that misrepresentation or omission of facts called for hereon will be sufficient cause for cancellation of consideration for employment or dismissal from the company's service if I have been employed.

I agree that M.A. Ford Mfg. Co., Inc. and my previous employers shall not be held liable in any respect if any employment offer is not tendered, is withdrawn or my employment is terminated due to falsity of the statements and answers in this application form. If I am employed, I understand that additional personal data will be required for determination of benefit eligibility and for statistical purposes.

In consideration of my employment, I agree to conform to the rules and regulations of M.A. Ford Mfg. Co., Inc. and my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the company or myself. I understand that no manager or representative of M.A. Ford Mfg. Co., Inc. other than the President or Vice-President of the company, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

A commitment to keep M.A. Ford Mfg. Co., Inc. trade secrets and proprietary data confidential is a condition of employment. I hereby acknowledge that I have read the above statement and understand it.

\_\_\_\_\_  
Signature of (Acknowledgement)

\_\_\_\_\_  
Date