

Application for Employment



Modern Tool, Inc

Instructions: It is the policy of the company to provide equal opportunity with regard to all terms and conditions of employment. The company complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, sex, marital status, sexual orientation, creed, national origin, disability, veteran status, age, or any other protected characteristic.

1200 Northdale Blvd.
Minneapolis, MN 55448
Tele (763) 754-7337
Fax (763) 754-7557

Date: _____

Name _____

Phone (_____) _____

Address _____

City/State/Zip _____

Email _____

Position applied for _____

Shift Preferred 1 2 Any

Desired Pay _____

Would you accept full-time work? Yes No

Would you accept part-time work? Yes No

On what date would you be available for work? _____

Have you ever been employed here before? No Yes Dates _____

Special training or skills:

Languages, machine operation, etc. that would be benefit in the job for which you are applying.

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

If yes, proof is required.

For Office Use Only

Applicant # _____

Employee # _____

Hire Date _____

Position _____

Rate _____

Class _____

Skill _____

Other _____

Notes: _____

Attachments

- Resume
- Applicant Reference Check
- Applicant Interview
- Payroll Change Notice

Employment Experience

Place an by the employer(s) you **do not** want us to contact. List your most recent employer first.

1. Employer _____

Address _____

_____ Phone () _____

Job Title _____ Supervisor _____

Dates Employed: from (mm/yy) _____ to (mm/yy) _____ Hourly rate/salary: starting _____ final _____

Work Performed _____

Reason for Leaving _____

2. Employer

Address _____

_____ Phone () _____

Job Title _____ Supervisor _____

Dates Employed: from (mm/yy) _____ to (mm/yy) _____ Hourly rate/salary: starting _____ final _____

Work Performed _____

Reason for Leaving _____

3. Employer

Address _____

_____ Phone () _____

Job Title _____ Supervisor _____

Dates Employed: from (mm/yy) _____ to (mm/yy) _____ Hourly rate/salary: starting _____ final _____

Work Performed _____

Reason for Leaving _____

AUTHORIZATION OF ALL STATEMENTS:

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION OF EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION. I AUTHORIZE ALL FORMER EMPLOYERS TO RELEASE ANY INFORMATION ABOUT ME.

Educational Background

High School:

Name of school _____ Location _____

Course of study _____ Did you graduate Yes No Degree or diploma _____

College:

Name of school _____ Location _____

Course of study _____ Did you graduate Yes No Degree or diploma _____

Graduate School:

Name of school _____ Location _____

Course of study _____ Did you graduate Yes No Degree or diploma _____

Vocational Training – Other:

Name of school _____ Location _____

Course of study _____ Did you graduate Yes No Degree or diploma _____

Continuing Education:

Name of school _____ Location _____

Course of study _____ Did you graduate Yes No Degree or diploma _____

References:

I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE OR MISLEADING INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED, AND IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I UNDERSTAND THAT THESE RULES AND OR THE EMPLOYEE HANDBOOK DO NOT FORM A CONTRACT OF EMPLOYMENT EITHER EXPRESSED OR IMPLIED, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

Applicant's Signature _____ Date _____