



# APPLICATION FOR EMPLOYMENT

(PLEASE PRINT IN INK. YOU MUST COMPLETE ENTIRE QUESTIONNAIRE)

## PERSONAL INFORMATION:

Today's Date: \_\_\_\_\_

Name \_\_\_\_\_  
 Last First Middle

Home Address \_\_\_\_\_  
 Street City State Zip

Home Phone Number \_\_\_\_\_ Are you 18 years or older? YES NO

Are you either a U.S. citizen or an alien authorized to work in the United States? YES NO

## EMPLOYMENT DESIRED:

Position \_\_\_\_\_ Date You Can Start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you employed now? YES NO If so, may we inquire of your present employer? YES NO

Ever applied to this company before? YES NO If Yes, When? \_\_\_\_\_

Referred by: Agency Walk-in Friend/Relative

Newspaper School Other

Have you ever worked for ERIE PRESS SYSTEMS before? YES NO If yes, date of employment \_\_\_\_\_

Position while employed: \_\_\_\_\_

## EDUCATION

	School Name & Location	Number of Year Attended	Did You Graduate?	Subjects Studied
Grammar School				
High School				
College				
Trade, Business or Correspondence				

**GENERAL:**

Subjects of special study or research work: \_\_\_\_\_  
\_\_\_\_\_

Special Skills: \_\_\_\_\_  
\_\_\_\_\_

Activities (Civic, Athletic, etc.): Exclude organizations, the name of which indicates race, religion, disability, sex, age, marital status, color or national origin.

\_\_\_\_\_

\_\_\_\_\_

U.S. Military or Naval Service: \_\_\_\_\_ Rank: \_\_\_\_\_

**FORMER EMPLOYERS:**

	Date Month & Year	Name & Address of Employer	Salary	Position	Reason for Leaving
From:					
To:					
From:					
To:					
From:					
To:					

**SKILLS LIST:** (Please check all that apply to you)

**WELDING CERTIFICATIONS**

Basic Welding

Pipe Welding

Maintenance Welding

**SKILLS**

Pipefitting

Electrical

Mechanical Assembly

**ABILITY TO READ**

Mechanical Drawings

Hydraulic Schematics

Electrical Schematics

**ABILITY TO OPERATE**

Horizontal Boring Machine

Metal Saw

Band Saw

Planer Mill

Jib Crane

Overhead Crane

Fork Lift

Drill Press

Blanchard Grinder

CNC Controlled Machine

Vertical Boring Machine

Air Tools

Lathes

Scissor/Aerial Lifts

**ABILITY TO**

Recognize and Confirm Various Mechanical Functions of a Machine

Use Various Hand Tools

Use Precision Measuring Instruments

**MAINTENANCE SKILLS**

General Maintenance

Mechanical Machine Maintenance Repair

Control/Service Skills

Electrical Machine Maintenance Repair

**TECHNICAL KNOWLEDGE OF**

Machine Controls

Surface Finishes

Fits & Tolerances

Various Forging Processes

Mechanical Systems

ISO 9000 Series Standards

Quality Systems

Process Skills

Design & Process FMEA skills

Hydraulic or Mechanical Press Evaluation Skills

Reliability & Maintainability Guidelines

**TECHNICAL SKILLS**

CNC Programming	Machining Skills	Work Planning Skills
MRP Knowledgeable	Shop Math	Algebra
Analytical Geometry	Trigonometry	Calculus
AutoCAD	Knowledge of Logistics	Knowledge of Rigging
Design Analysis & Development	Knowledge of PLC Based Systems	
Technical writing skills	Knowledge of PC Based Systems	

**COMPUTER & PERSONAL SKILLS**

Computer Literate	Communication Skills	Customer Relation Skills
Negotiation Skills	Microsoft Word	Microsoft PowerPoint
Microsoft Access	Microsoft Excel	Keyboarding Skills
Modern Office Practices	Problem Solving Skills	Estimating skills
Training Skills	Trouble-Shooting Skills	Interpersonal Skills
Interviewing Skills	Selling Skills	Leadership Skills
Ability to Operate a Multi-line Switchboard	Ability to Use and Care for General Office Equipment	
Contractual or Legal Language Skills	Knowledge of Statistical Techniques	
Knowledge of Government regulations (FAR's, etc.)	ASQ Certification	

**REFERENCES:**

Give the names of three persons not related to you whom you have known at least one year.

Name	Address & Phone Number	Business	Years Acquainted

**In case of emergency notify:**

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_

**Please Read Carefully Before Signing This Form**

**1.** All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind in this application or in any other manner may result in denial of employment or be cause for subsequent dismissal if I am hired.

**2.** I authorize the Company to investigate my responses on this application, and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about my employment or me. I voluntary and knowingly fully release and hold harmless any person or organization that provides information pertaining to my employment or me.

**3.** I understand that upon receiving a job offer, a physical examination and drug screening are required as a condition of my employment.

**4.** In consideration of my employment, I agree to conform to the policies and procedures of the Company. I understand that in accepting this application, the Company is in no way obligated to provide me with employment, and I am not obligated to accept employment if offered. Regardless of whether or not I become employed by the Company, I recognize that this application is not and should not be considered a contract of employment. I understand that employment at the Company is on an at-will basis. My employment may, regardless of the date of payment of my wages and salary, be terminated with or without cause, and with or without notice, at any time, unless specifically provided otherwise in a written employment contract. I further understand that no Company employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than an officer or official of the Company, and, then, only by means of a signed, written document.

Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

By clicking on this check box  I authorize that all of the above information is correct and that this check box will represent my signature of authorization.