

CONFIDENTIAL EMPLOYMENT APPLICATION

Knox Machine Company is an equal opportunity employer and will ensure all applicants and employees are treated fairly in conformity with all existing laws.

Name: _____ Date: _____
 Address: _____ Telephone #: _____
 _____ EMAIL: _____

EDUCATION

<u>School</u>	<u>Years Completed</u>	<u>Major Courses</u>
High School: _____	_____	_____
College: _____	_____	_____
Other: _____	_____	_____

List any special skill such as machines operated, computer experience, etc.

Position Desired: _____
 Salary/Wage expected: _____

REFERENCES

Name, Address & Telephone #: _____
 Name, Address & Telephone #: _____
 Name, Address & Telephone #: _____

WORK EXPERIENCE

Employer: _____	Job Description: _____
Address: _____	
Dates Worked: _____	Reason Left: _____
Employer: _____	Job Description: _____
Address: _____	
Dates Worked: _____	Reason Left: _____
Employer: _____	Job Description: _____
Address: _____	
Dates Worked: _____	Reason Left: _____

Are you presently employed? Yes: ____ No: ____ if so: may we contact your present employer? Yes: ____ No: ____

How did you hear about our job openings _____

The following statement is part of this application. Please read it carefully and sign below.

I understand that any omission or misrepresentation of material fact in this application (and accompanying resume, if applicable) may result in refusal of, or separation from, employment. I hereby authorize Knox Machine Company to check any references of my employment background and hereby waive any right to see the references obtained. I understand that, if offered employment, I will be bound by Knox Machine Company's policies and procedures, which may be changed without notification to me. I also understand that my employment is not being made for a definite period of time and that all terms and conditions of employment are subject to change without notice.

 Applicants Signature

 Date