

Austin Machine Employment Application

An Equal Opportunity Employer

Austin Machine Company is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

Please print and fill out all sections, front and back.

Name (First, Middle, Last)					
Home Phone			Cell Phone		
Email					
Address					
City		State		Zip Code	
How did you hear about Austin Machine? <input type="checkbox"/> Indeed <input type="checkbox"/> Facebook <input type="checkbox"/> Glassdoor <input type="checkbox"/> Other: _____					
Position applying for:					
Temporary Work (summer or holiday) <input type="checkbox"/> Yes <input type="checkbox"/> No					
Regular part time work? <input type="checkbox"/> Yes <input type="checkbox"/> No			Regular full time work? <input type="checkbox"/> Yes <input type="checkbox"/> No		
What days and hours are you available for work?					
If hired, on what date can you start? ____/____/____					
Can you work weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No			Can you work evenings? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you available to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No			Salary desired: \$ _____		
Have you ever applied to / worked for Austin Machine Company before? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please explain (include date): _____					
Do you have any friends, relatives, or acquaintances working for Austin Machine Company? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, state name & relationship: _____					
If hired, would you have transportation to/from work? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No			(If no, subject to verification of minimum legal age)		
If hired, able to present evidence that you legally can work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If hired, are you willing to submit to and pass a controlled substance test? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If no, describe the functions that cannot be performed: _____					
Note: Austin Machine Company complies with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.					
Have you ever been convicted of a criminal offense (felony or misdemeanor)? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case: _____					
Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.					
High School name:			School address:		
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No			If no, number of years completed: _____ Degree/diploma earned? <input type="checkbox"/> Yes <input type="checkbox"/> No		
College University School name:			School address:		
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No			If no, number of years completed: _____ Degree/diploma earned? <input type="checkbox"/> Yes <input type="checkbox"/> No		
(OFFICE USE ONLY) HIRED <input type="checkbox"/> Yes <input type="checkbox"/> No Date reporting to work: _____ Salary / Wage: _____					

Work Experience: Please list from your most recent job.		
Name of employer:	Address:	Phone:
Reason for leaving (be specific):		
Employment dates:	Salary / Wages:	
List jobs held, duties performed, skills used or learned, etc. while working at this company:		
Work Experience:		
Name of employer:	Address:	Phone:
Reason for leaving (be specific):		
Employment dates:	Salary / Wages:	
List jobs held, duties performed, skills used or learned, etc. while working at this company:		
Work Experience:		
Name of employer:	Address:	Phone:
Reason for leaving (be specific):		
Employment dates:	Salary / Wages:	
List jobs held, duties performed, skills used or learned, etc. while working at this company:		
Work Experience:		
Name of employer:	Address:	Phone:
Reason for leaving (be specific):		
Employment dates:	Salary / Wages:	
List jobs held, duties performed, skills used or learned, etc. while working at this company:		

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery. I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Austin Machine (hereinafter referred to as "Austin Machine") that such employment with Austin Machine is at will, for no specified duration and may be terminated by either Austin Machine or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of Austin Machine or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of Austin Machine except the President has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President of Austin Machine.

In consideration for employment with Austin Machine, if employed, I agree to conform to the rules, regulations, policies and procedures of Austin Machine at all times and understand that such obedience is a condition of employment. I understand that due to the nature of Austin Machine business, attendance and punctuality are considered essential requirements of every job at Austin Machine and that poor attendance or tardiness will result in disciplinary action. I understand that if offered a position with Austin Machine, I may be required to submit to a medical examination, drug screening and/or background check as a condition of employment. I understand unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed. I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Austin Machine and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information. I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature of Applicant: _____