

# MID-AMERICA PRECISION PRODUCTS, LLC

## Employment Application Form

PLEASE PRINT ALL INFORMATION REQUESTED  
EXCEPT SIGNATURE

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-6

DATE \_\_\_\_\_

Name \_\_\_\_\_  

Last
First
Middle
Maiden

Present address \_\_\_\_\_  

Number
Street
City
State
Zip

How long \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone - Day ( ) \_\_\_\_\_ Telephone - Evening( ) \_\_\_\_\_

Are you at least 18 years of age? Yes/No \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Position applied for (1) \_\_\_\_\_  
(Be specific) Are you authorized to work in this country?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

and salary desired (2) \_\_\_\_\_  
(Be specific) Are you willing to work any scheduled shift,  
 including evenings, weekends and holidays?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

Employment desired:     FULL-TIME ONLY     PART-TIME ONLY     FULL OR PART-TIME

When would you be available to begin employment if selected? \_\_\_\_\_

Walk-in or Referred by: \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

**HAVE YOU EVER BEEN CONVICTED OF A FELONY CRIME?**       No       Yes

**IF YES, EXPLAIN:**

1. Number of felony conviction(s): \_\_\_\_\_

2. Nature of offense(s) leading to conviction(s): \_\_\_\_\_

3. How recently such offense(s) was/were committed: \_\_\_\_\_

4. Sentence(s) imposed: \_\_\_\_\_

5. Type(s) of rehabilitation: \_\_\_\_\_

**DO YOU HAVE A DRIVER'S LICENSE? (may be required for some positions)**     Yes     No

Driver's license number \_\_\_\_\_ State of issue \_\_\_\_\_     Operator     Commercial (CDL)

**Chauffeur**

Expiration date \_\_\_\_\_

**OFFICE POSITIONS ONLY**

Typing	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ WPM	10-key	<input type="checkbox"/> Yes <input type="checkbox"/> No	Word Processing	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ WPM
Personal Computer	<input type="checkbox"/> Yes <input type="checkbox"/> No	PC <input type="checkbox"/> Mac <input type="checkbox"/>	Other Skills	_____			

**Please list two references (no relatives or previous employers).**

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone ( ) _____	Telephone ( ) _____

**An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MILITARY**

**HAVE YOU EVER BEEN IN THE ARMED FORCES?**     Yes     No

**ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?**     Yes     No

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

**WORK EXPERIENCE**

Please list your work experience for the past ten years beginning with your MOST RECENT job held.  
 If you were self-employed, give firm name. Attach additional sheets if necessary.

<b>Name of Employer:</b> <b>Address:</b> <b>City/State/Zip:</b>  <b>Phone number:</b> _____  <b>Your last job title:</b> _____	<b>Name of last supervisor</b>	<b>Employment Dates -</b> <b>From:</b> <b>To:</b>
	<b>May we contact?</b> YES or NO	<b>Pay or Salary -</b> <b>Start:</b> <b>Final:</b>
<b>Reason for leaving (Be specific)</b>		
<b>List the jobs you held, duties performed, skills used or learned, advancements or promotions at this company.</b>		
_____		
_____		

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_____		
_____		

**APPLICANT ACKNOWLEDGMENT OF TERMS AND CONDITIONS OF APPLICATION**

**IT IS VERY IMPORTANT THAT YOU READ THIS SECTION CAREFULLY, AND THAT YOU FULLY UNDERSTAND IT BEFORE YOU SIGN IT. THIS SECTION AFFECTS YOUR LEGAL RIGHTS. IF YOU HAVE ANY QUESTIONS, PLEASE ASK A MID-AMERICA PRECISION PRODUCTS REPRESENTATIVE BEFORE YOU SIGN THIS APPLICATION.**

In exchange for Mid-America Precision Products' consideration of this employment application:

1. I assure that all information I have supplied in this application and any other form, oral or written, is true and accurate, and I agree that any misstated, misleading, incomplete, or false information is grounds for rejection of this application form, refusal to hire, withdrawal of an offer of employment, or immediate discharge without recourse, whenever and however discovered. I make this assurance because I understand that you will rely on my statements to you in making your decision whether to hire me.

2. I understand and agree that Mid-America Precision Products, any agent acting on their behalf, as well as any other person responding to a reference request pursuant to this application, can and will seek and/or disclose any and all information about me which said corporation, agent, or person may have. I specifically authorize said disclosure and agree to hold all such corporations, agents, or persons harmless for same. That is, I will not file a lawsuit, claim, or charge against them for such disclosure. Nor will I threaten same or otherwise seek any kind of compensation for such disclosure.

3. I understand and agree with the fact that Mid-America Precision Products maintains a drug-free workplace, that maintenance of same is essential to the safety of the workplace and employees, and that I may be required to undergo a post-offer medical examination, designed to ascertain my suitability for employment and/or the job(s) for which I am being considered. I also understand and agree that I will be subject to such testing during the course of my employment, and I specifically agree not to oppose in any fashion such pre-hire or post-hire testing. I understand that, subject to applicable law, Mid-America Precision Products shall be the sole judge of the acceptability of any test results. I also acknowledge that I have been advised that Mid-America Precision Products is an Equal Opportunity Employer, that Mid-America Precision Products does not discriminate against persons who are physically or mentally handicapped, and that Mid-America Precision Products administers its employment policies in a nondiscriminatory manner.

The following four provisions are to be read out loud by the applicant in the presence of the witness who is countersigning this application below:

4. I understand and agree that, if hired, my employment will be at will, and that I or Mid-America Precision Products can terminate this employment relationship at any time, with or without notice, for any reason, good or bad, without recourse by either of us. I also understand that no one at Mid-America Precision Products, or any Mid-America Precision Products client, has authority to alter any of the terms and conditions of this application or Mid-America Precision Products' employment policies, except Mid-America Precision Products' President, and then only in writing signed by the President. This paragraph means exactly what it says:  
\_\_\_\_\_ [applicant initials].

5. I specifically authorize Mid-America Precision Products to investigate my background, including any and all references, available criminal and other judicial records, and my credit record, where applicable to the position for which I am applying and consistent with applicable law. I understand that Mid-America Precision Products will notify me if and when a credit record investigation is performed, and the sources investigated. I authorize Mid-America Precision Products to use all legal means at its disposal to assess my suitability for employment.

6. I understand and agree that work schedules and requirements vary and can be unpredictable, and that, while Mid-America Precision Products will make reasonable efforts to accommodate work schedules and employee availability, I may be required to work overtime, weekends, different shifts, or other arrangements. I consent to these requirements as necessary and legitimate conditions of employment.

7. I have read and understood everything on this application.

\_\_\_\_\_  
Applicant Printed Name                      Date                      Applicant Signature                      Date

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications. Thank you for completing this application form and for your interest in our business.

**TO BE COMPLETED BY EMPLOYER**

**Date of employment** \_\_\_\_\_ **Job title** \_\_\_\_\_ **Dept.** \_\_\_\_\_  
**Location** \_\_\_\_\_ **Rate of pay** \_\_\_\_\_  **Full-time**  **Part-time**  **Contract**  
**Drug test confirmation number** \_\_\_\_\_  
**Name of person verifying information** \_\_\_\_\_  
**Name of person authorizing contract/employment** \_\_\_\_\_

**APPLICANT INFORMATION FORM**

Mid-America Precision Products Products, LLC, is an Equal Opportunity/Affirmative Action Employer. As required by law, we must record certain information to be made a part of our Affirmative Action Plan.

Applicants for employment are also invited to participate in the Affirmative Action Program by reporting their status as disabled, disabled veteran, veteran of the Vietnam era or other minority. In extending this invitation you are also advised that: (a) workers (applicants) are under no obligation to respond, but may do so in the future if they choose; (b) responses will remain confidential within the Human Resources Department; and (c) responses will be used only for the necessary information to include in Affirmative Action Program. We are a company that values diversity. We actively encourage women and minorities to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

Please complete the information requested below. Thank you for your cooperation.

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Position Applied for:** \_\_\_\_\_

**SEX:**            \_\_\_Male                    \_\_\_Female

**RACE/ETHNIC:** \_\_\_Hispanic or Latino                    \_\_\_Black or African American (not Hispanic or Latino)  
                         \_\_\_White (not Hispanic or Latino)                    \_\_\_ Native Hawaiian or Pacific Islander (not Hispanic or Latino)  
                         \_\_\_Asian (not Hispanic or Latino)                    \_\_\_American Indian or Alaskan Native (not Hispanic or Latino)  
                         \_\_\_Two or More Races (not Hispanic or Latino)

**DISABLED INDIVIDUAL:**            \_\_\_Yes                    \_\_\_No

**VETERAN STATUS:**            \_\_\_None            \_\_\_ Vietnam Era Veteran                    \_\_\_Special Disabled Veteran  
\_\_\_ Other Protected Veteran            \_\_\_Recently Separated Veteran                    \_\_\_Armed Forces Service Medal Veteran

\_\_\_ **I do not wish to Self-Identify**

**Signature:** \_\_\_\_\_

\_\_\_\_\_

**How did you hear of our opening?**

\_\_\_ **Current Employee**    \_\_\_ **Newspaper Ad**    \_\_\_ **Recruiter**    \_\_\_ **Other; Explain** \_\_\_\_\_