



1875 Olson Drive
 Chippewa Falls, WI 54729
 Phone 715-720-1794 • Fax 715-720-1797
 Email: apply@wisconsinmetalfab.com

APPLICATION FOR EMPLOYMENT

Date of Application: _____ Date Available to Start Work: _____

Position Applied for (please be specific): _____ Wage/Salary Expected: _____

Legal Name: _____ Social Security No. _____
First Name MI Last Name

Present Address: _____
Street Address City ST ZIP

Daytime Phone _____ Evening Phone _____ Cell Phone _____ E-mail _____

Is there any information we would need about your name or use of another name for us to be able to check your work record?
 Yes No If yes, please specify: _____

Have you ever served in the U.S. Armed Forces? Yes No If Yes, which branch? _____ Specialty: _____

How did you hear about our company?
 Referred by: _____ Internet (please specify) _____
 Newspaper (please specify): _____ Other (please specify) _____

EDUCATION	NAME & LOCATION OF SCHOOL (CITY & STATE)	GRADUATION DATE	WHAT DEGREE / DIPLOMA / CERTIFICATE?	MAJOR COURSE OF STUDY
HIGH SCHOOL	Highest Grade Completed: 9 10 11 12			
TECHNICAL, VOCATIONAL, BUSINESS OR MILITARY TRAINING				
COLLEGE OR UNIVERSITY				
PROFESSIONAL SEMINARS				

Please provide below any addition information you believe would be valuable when considering you for employment. Please include any JOB RELATED professional or trade certifications, licenses, equipment qualifications, and any other JOB RELATED skills and training.

If applying for a position which requires driving a motorized vehicle, including a forklift, please provide the following information:

Do you have a valid driver's license? Yes No Type(s): Operator Commercial (CDL) Chauffeur
 License No. _____ State of Issue _____ Expiration Date _____

Have you ever been denied a license, permit, or privilege to operate a motor vehicle? Yes No If Yes, please explain.

Have any license, permit, or privilege ever been suspended or revoked? Yes No If Yes, please explain.

Have you had any accidents in the past three years? Yes No If Yes, how many? _____

Have you had any moving violations in the past three years? Yes No If Yes, how many? _____

Employment History

Please list in chronological order, starting with your present or last employer, your employment history for the past 5 years. Attach an additional sheet if necessary. Please complete even if a resume is included.

Present or Last Employer – Company Name	Dates of Employment From: _____ To: _____
Street Address	Supervisor's Name & Job Title
City, ST, Zip	Supervisor's Phone Number
Your Job Title: Duties:	Reason For Leaving <input type="checkbox"/> Resigned <input type="checkbox"/> Discharged <input type="checkbox"/> Layoff <input type="checkbox"/> Other
Final Pay: \$ _____ per _____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Next Previous Employer – Company Name	Dates of Employment From: _____ To: _____
Street Address	Supervisor's Name & Job Title
City, ST, Zip	Supervisor's Phone Number
Your Job Title: Duties:	Reason For Leaving <input type="checkbox"/> Resigned <input type="checkbox"/> Discharged <input type="checkbox"/> Layoff <input type="checkbox"/> Other
Final Pay: \$ _____ per _____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Next Previous Employer – Company Name	Dates of Employment From: _____ To: _____
Street Address	Supervisor's Name & Job Title
City, ST, Zip	Supervisor's Phone Number
Your Job Title: Duties:	Reason For Leaving <input type="checkbox"/> Resigned <input type="checkbox"/> Discharged <input type="checkbox"/> Layoff <input type="checkbox"/> Other
Final Pay: \$ _____ per _____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please account for any time you were not employed in the past ten years after leaving school. (You need not list any unemployment periods of one month or less.)

<u>Time Period(s)</u>	<u>Reason(s) for Unemployment</u>

If you were unable to list all past jobs or periods of unemployment on this form, please use an additional sheet.

Other Job-Related Experience: Please list and describe any paid or unpaid activities, honors, experience, or training that might aid you in performing the job(s) for which you have applied, and have not been listed previously on this application. If you need more room, please use an additional sheet.

References
Please list two references other than relatives or employers:

Name: _____	Name: _____
Occupation: _____	Occupation: _____
Address: _____	Address: _____
Daytime Phone: _____	Daytime Phone: _____

General Information

- 1. Have you ever applied for a job with this company in the past? Yes No
If yes, please give the date of application, position for which you applied, and your name at that time, if different from present name.
- 2. Have you ever been employed by this company in the past? Yes No
If yes, please give dates of employment, position held, and your name at that time, if different from present name.
- 3. If hired, will you be able to work during the normal days and hours required for the position(s) for which you are applying?
 Yes No If No, please explain:
- 4. Do you have any commitments to another employer that might affect your availability for employment with our company?
(i.e. on layoff) Yes No If Yes, please explain:
- 5. If hired, can you furnish proof that you are least 18 years of age and that you are eligible to work in the United States?
 Yes No If No, please explain:
- 6. Do you now, or will you in the future, require Wisconsin Metal Fab, Inc to sponsor an employment visa for your continued employment?
 Yes No
- 7. Have you been convicted of a felony or misdemeanor, or released from prison in the past 10 years? Note: A "Yes" answer does not automatically disqualify you from employment as the nature of the offense, date, and position for which you are applying will be considered. Yes No If Yes, please explain:
- 8. Are you charged with an unresolved criminal charge (have you been charged with a crime that has not yet resulted in a plea of guilty, court trial, or dropping of the charge)? Note: A "Yes" answer does not automatically disqualify you from employment.
 Yes No If Yes, please explain:

IMPORTANT

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I promise that the information provided in this employment application (and any accompanying resume) is true and complete. I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment by Wisconsin Metal Fab, Inc if discovered at a later date. I agree to immediately notify Wisconsin Metal Fab, Inc. if I should be convicted of a felony or be charged with any crime while my job application is pending, or during my period of employment, if hired.

I authorize any person, school, current and past employer(s) (except as previously noted), government, investigative agencies, and other organizations that may be named in this application form (and any accompanying resume) to provide Wisconsin Metal Fab, Inc. with relevant information and opinion that may be useful to Wisconsin Metal Fab, Inc. in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

If offered a job that requires it, I give permission for a drug test and a job-related complete physical examination, and I consent to the release to Wisconsin Metal Fab, Inc. of any medical information they deem necessary in assessing my capability to perform the essential functions of the work for which I am applying (with or without a reasonable accommodation).

I understand that, if hired, I may not hold other employment, nor engage in consulting, sales, investments or other activities that may create a conflict of interest with Wisconsin Metal Fab, Inc.

I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, my employment is for no definite period of time, and may be terminated at any time. I understand that only the President of Wisconsin Metal Fab, Inc. is authorized to change any of the terms of employment and that any changes must be specific and in writing.

Signed: _____ Date: _____

Did you complete this application yourself? Yes No If No, who did? _____

Please read and sign the Applicant Information Release found on the reverse of this page.



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APPLICANT INFORMATION RELEASE

I authorize any person, education institution, company, government or investigative agency, and any other organizations that may be named on my employment application with Wisconsin Metal Fab, Inc., including any supplemental references provided at time of application, to disclose in good faith any and all information and opinion that may be useful to Wisconsin Metal Fab, Inc. in making a hiring decision.

I willingly and freely release Wisconsin Metal Fab, Inc. and such persons and organizations from any and all liability and responsibility for any damage that may result from furnishing information incident to the employment process.

Signature of Applicant

Date