

B&H Tool Works, Inc. Application for Employment

6/2012

Applicants will be considered for employment without regards to race, religion, color, sex. National origin, age, marital or veteran status or any other status directed by law. We are an Equal Opportunity Employer.

Personal (Please Print)

Date _____

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip)

Telephone No. _____ Referred by: Our Advt. Emp. Agency Friend or Relative No One

Are you Legally eligible for permanent employment in the United States? _____, (If hired, verification will be required by law)

Position(s) applied for _____ Full time Part time

Part time, specify days/hours _____ Rate of pay Expected: \$ _____ per _____

Have you worked for us before? _____, If YES, when? _____ Position _____

Indicate Special qualifications or skills _____

EDUCATION: Name & Location of School	Course of Study	Years completed	Did you Graduate?
Elementary			
High School			
College			
Other			

IMPORTANT NOTICE TO APPLICANT

DO NOT answer questions in area below **UNLESS** block next to question has been checked by employer.
 (a check indicates information is necessary for bona fide job classification. National security or for other legally permissible reasons.)

Are you over 18 years of age? _____ If NO, state your age: _____ (Employment subject to minimum legal age verification.)

Sex _____ Male _____ Female Height: _____ ft _____ in. Weight: _____ lbs.

Marital status: _____ Single _____ Married _____ Separated _____ Divorced _____ Widowed

Have you ever been bonded in prior employment? _____ . If YES, list name (s) of employer (s): _____

Have you ever been convicted of a crime (excluding misdemeanors and traffic offenses)? _____ . If YES, list convictions:

Do you have a disability which will limit or prohibit you from performing the work for which you have applied? _____

If YES, explain.

PRIOR EMPLOYMENT**(Start with most recent employment)**

Employer:	Phone	From	To
Address:		Position	
Duties:		Supervisor's Name	
		Starting salary or wages	
Reason for leaving:		Final Salary or wages	

Employer:	Phone	From	To
Address:		Position	
Duties:		Supervisor's Name	
		Starting salary or wages	
Reason for leaving:		Final Salary or wages	

Employer:	Phone	From	To
Address:		Position	
Duties:		Supervisor's Name	
		Starting salary or wages	
Reason for leaving:		Final Salary or wages	

MILITARY SERVICE

Branch of Service	From	To	Rank & Duties	Date Discharged

PERSONAL REFERENCES

NAME	ADDRESS	YEARS KNOWN	TELEPHONE

The above information is true and complete to the best of my knowledge. Should I be employed by the company, any misrepresentation of false statement contained herein may be considered cause for possible dismissal. The company has my permission to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment, personal history or credit standing and I release all parties from any possible damages resulting from disclosing such information with or without prior written notice to me. I reserve the right to know the names and addresses of any investigative agencies used in order that I may learn the information contained in any report furnished to the Company.

I understand this application does not constitute an employment contract of any kind. Should I be employed by the Company, I may resign employment at any time at my discretion with or without prior notice and the Company may terminate my employment at any time at their discretion with or without cause and with or without prior notice.

Date: _____ Signature of applicant: _____