

APPLICATION FOR EMPLOYMENT
PACIFIC MACHINERY & TOOL STEEL COMPANY
 3445 NW LUZON STREET * PORTLAND, OR. 97210 * 503-226-7656

NAME: _____ DATE: _____
LAST FIRST MIDDLE

ADDRESS: _____ SOCIAL SECURITY#: _____

FORMER ADDRESS: _____ PHONE NUMBER: _____

_____ ARE YOU OVER THE AGE OF 16? YES _____ NO _____

POSITION APPLIED FOR: _____ DESIRED SALARY: _____ DATE AVAILABLE: _____

EDUCATION RECORD

Name of School Attended	Location	Years Attended	Did You Graduate	Major Minor	Degree Received
High School:					
College:					
College:					
Other:					
Highest Level of Completed Education:			Grade Point Avg:		

EMPLOYMENT RECORD

EMPLOYER	EMPLOYMENT DATES	POSITION
NAME:	FROM:	STARTING:
ADDRESS:	TO:	ENDING:
SUPERVISOR:	REASON FOR LEAVING:	

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NAME:	FROM:	STARTING:
ADDRESS:	TO:	ENDING:
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EMPLOYER	EMPLOYMENT DATES	POSITION
NAME:	FROM:	STARTING:
ADDRESS:	TO:	ENDING:
SUPERVISOR:	REASON FOR LEAVING:	

List Periods of Unemployment lasting 30 days or more, and explain:

PERSONAL DATA

WHO REFERRED YOU TO PMTSCO?: _____

U.S. MILITARY SERVICE

BRANCH: _____ DATE IN: _____ DATE OUT: _____ SPECIALTY: _____

EXPERIENCE

INDICATE LENGTH OF EXPERIENCE OR TRAINING, IF ANY:

	CDL LICENSE		BOOKKEEPING		TYPIST	WPM:
	DATA ENTRY		MICROSOFT WINDOWS		MICROSOFT OFFICE	
	PROGRAMMING		RECEPTIONIST			
COMPUTER PROGRAMS USED:						

INDICATE ANY OTHER SKILLS RELATED TO THE POSITION YOU ARE APPLYING:						

I certify that the information given by me to Pacific Machinery & Tool Steel Company is true and complete to the best of my knowledge. I understand that, if employed, false or misleading information may result in immediate dismissal.

I further certify that I am not engaged in any outside activity or business that could be considered in conflict with Pacific Machinery & Tool Steel Company's interest or those of its clients, nor will I become engaged in such activity or business if employed.

I authorize Pacific Machinery & Tool Steel Company to solicit information regarding my character, general reputation, credit, previous employment, and similar background information, and to contact any references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, damages for any reason arising out of the furnishing of such information. If employed, I release Pacific Machinery & Tool Steel Company from any liability for future references it may provide regarding my work history at the firm. I understand that an investigative consumer report may be obtained through personal interviews with my neighbors, friends or associates. If I am refused employment on the basis of such a report upon written request from me within a reasonable time, I have a right to complete an accurate disclosure of the nature and scope of the investigations requested by Pacific Machinery & Tool Steel Company.

In consideration of my employment, I agree that my employment and compensation can be terminated with or without cause, and with or without notice at any time at the option of either Pacific Machinery & Tool Steel Company or myself. I understand that no representative of Pacific Machinery & Tool Steel Company other than the President, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

If employed, I further agree that if Pacific Machinery & Tool Steel Company advances any paid leave before it has been accrued, or advances or loans me any money during the course of my employment, or if I lose, damage, or fail to return any property of the firm, the firm is authorized to deduct from my wages sufficient funds to repay such loans or advances to replace its property. The term "Property" includes physical, intellectual and digital data owned by Pacific Machinery & Tool Steel Co.

Signature: _____ Date: _____

EQUAL EMPLOYMENT OPPORTUNITY: PACIFIC MACHINERY & TOOL STEEL COMPANY RECOGNIZES AND ACCEPTS THE INDIVIDUAL'S RIGHT TO AN EQUAL EMPLOYMENT OPPORTUNITY. WE ENCOURAGE PERSONS OF ALL RACES, NATIONAL ORIGINS AND RELIGIONS, WHATEVER THEIR AGE OR SEX, TO APPLY TO US FOR EMPLOYMENT WITH THE ASSURANCE THAT THEIR QUALIFICATIONS WILL BE REVIEWED FAIRLY AND WITHOUT DISCRIMINATION.

