



2251 S.E. OAK GROVE BLVD.. OAK GROVE. OREGON 97267. USA

PH (503) 654-7751 • FX (503) 654-6172 • WWW.CRANSTON-MACHINERY.COM

APPLICATION FOR EMPLOYMENT

Position Applied for:	Date of Application:
Where did you hear about us:	

Name		
Address		
Telephone number		
Message or Cell number		
Email address:		

May we contact you at work?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not working
If you are under 18, we cannot have you working in the shop, but in the office If it is required, can you provide a work permit	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Have you submitted an application with us before, if so when?	
Have you ever been employed with us before, if yes when?	
Are you legally eligible for employment in this country?	
Date you are available for work?	
What is your desired salary range?	
Are you able to meet the requirements of the position?	
Will you travel if the position requires it?	
Have you ever been charged with or convicted of a misdemeanor or felony, if yes please provide dates and details?	
Do you have a valid driver's license? If it is an essential job function, what state?	

Employment History:

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below:

Employer:	Dates Employed: From: To:	Summarize the type of work performed and job responsibilities:
Address:	Hourly Rate / Salary Starting: Per	
Job Title:	Hourly Rate / Salary Ending: Per	
Immediate Supervisor:	Phone Number:	
Reason for Leaving:	How many days notice did you give them of your leaving?	May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:	Dates Employed: From: To:	Summarize the type of work performed and job responsibilities:
Address:	Hourly Rate / Salary Starting: Per	
Job Title:	Hourly Rate / Salary Ending: Per	
Immediate Supervisor:	Phone Number:	
Reason for Leaving:	How many days notice did you give them of your leaving?	May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No

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Reason for Leaving:	How many days notice did you give them of your leaving?	May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No

Employment History Comments:

Include explanations of gaps in employment. Exclude comments that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status:

Educational Background (if job related):

A. List last three (3) schools attended with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank. E. Major field of study. F. Minor field of study (if applicable).

A. School Name	B.	C. Degree/ Diploma	D.	E. Major	F. Minor

References:

List name and telephone number of three business/work references who are not related to you. If not applicable, list three school or personal references who are not related to you.

Name	Telephone Area code / Number	Number of years known

Additional Information:

List professional trade, business or civic associations and any offices held. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

Organization	Office Held

Skills and Qualifications:

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

List special accomplishments, publications, awards, etc. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

Writing Skills:

In the space provided, please write why you feel you would be an asset to this company and what job-related characteristics you possess to differentiate you from other applicants. Please include at least four to five sentences.

Applicant Statement:

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representative, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby, waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at anytime, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements to the foregoing express language are valid unless they are in writing and signed by the employer's president. I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.			
Signature of Applicant		Date	