

EMPLOYMENT APPLICATION

EAST MANUFACTURING CORPORATION
1871 State Route 44
P.O. Box 277
Randolph, OH 44265

PERSONAL

Date: _____

Last: _____ First: _____ M/I: _____

Address: _____ Social Security No. _____

City: _____ State: _____ Zip: _____ Telephone No. _____

Position Applied For: _____ Desired Rate of Pay: _____ wk/hr

Would you like Full-Time _____ Part-Time _____ Specify Hours & Days if Part-Time _____

Referred By _____ List Any Friends or Relatives working for East _____

Were you previously employed by East? _____ If yes, when _____ Date available for work _____

Are there any experiences, skills, or qualifications which you feel would be especially fit you for work with our organization? _____

EDUCATION

School	Name and Address	Course of Study	Years Completed	Graduate
High School				
College				
Other				

MILITARY SERVICE

Were you in the U.S. Armed Forces? Yes _____ No _____ If yes, what branch _____

Rank At Discharge _____

List duties performed while in service _____

Have you taken any training including special training while in service? _____ If so, what training did you take? _____

EMPLOYMENT HISTORY BEGINNING WITH MOST RECENT EMPLOYER:

EMPLOYER #1

Name, Address, City, State, Zip: _____

Start Date: _____ Leaving Date: _____ Start Rate: _____ Leaving Rate: _____

Job Title: _____ Description of Work: _____

Reason For Leaving: _____

May we contact this employer?: _____ Phone No. of this employer: _____

EMPLOYER #2

Name, Address, City, State, Zip: _____

Start Date: _____ Leaving Date: _____ Start Rate: _____ Leaving Rate: _____

Job Title: _____ Description of Work: _____

Reason For Leaving: _____

May we contact this employer?: _____ Phone No. of this employer: _____

EMPLOYER #3

Name, Address, City, State, Zip: _____

Start Date: _____ Leaving Date: _____ Start Rate: _____ Leaving Rate: _____

Job Title: _____ Description of Work: _____

Reason For Leaving: _____

May we contact this employer?: _____ Phone No. of this employer: _____

EMPLOYER #4

Name, Address, City, State, Zip: _____

Start Date: _____ Leaving Date: _____ Start Rate: _____ Leaving Rate: _____

Job Title: _____ Description of Work: _____

Reason For Leaving: _____

May we contact this employer?: _____ Phone No. of this employer: _____

REFERENCES: Provide the names of three persons not related to you whom you have known at least one year.

NAME	ADDRESS	PHONE
1.		
2.		
3.		

Are you over the age of 18? _____ If no, hire is subject to verification that you are of minimum legal age.

Have you been convicted of a felony in the past seven years? _____ If yes, please explain _____

Spare time Activities and Interests (Exclude Racial, Religious or Nationality Groups) _____

Authorization to work: If hired, proof of eligibility to work in the U.S. will be required.

Physical Examination: I understand that if I am offered employment, such employment will be conditional upon passing a drug screen and physical examination.

Authorization To Investigate: I authorize you to make such investigation and inquiries into my personal, employment (except as noted above), financial, and educational matters as may be necessary to arrive at an employment decision. I hereby release employers, schools, and other persons from all liability in responding to inquiries connected with my application.

Acknowledge that employment is terminable at will: I understand that if I am hired by East Manufacturing either East Manufacturing or I have the right to terminate the employment relationship at any time and for any reason.

Certification of Truth and Implication of False Application Statements:
 Information I have given in this application is true and complete to the best of my knowledge. I realize that any false or misleading information given in this application or interview(s) may result in a refusal to offer employment, or if employed, may result in discharge. I also understand that I am required to abide by all rules and regulations of the Company.

Signed _____ Date _____

Confidential Employment Application: East Manufacturing Corp is an Equal Opportunity Employer. Facts relating to your race, age, sex, religion, color, marital status, national origin, or any disabilities are not requested by this application, nor are they considered in determining your qualifications.

FOR OFFICE USE ONLY		
Rate:		Possible Work Locations
Position:		
DOH:		
Dept:		