



APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

www.amtnw.com

Position Applied For: _____ Date you can start _____ Referral Source: _____

Name: _____

Address: _____ Street _____ City _____ State _____ Zip _____ Home Phone: (____) _____

Desired Salary: \$ _____ Cell Phone (____) _____

Emergency Contact _____ Emergency Phone (____) _____

Are you at least 18 years of age? Yes No

Are you a U.S. Citizen or legally authorized to work in the U.S.? Yes No

Are you currently employed? Yes No

May we contact your current employer? Yes No

Are you willing and available to work?
 Days Evenings Full Time
 Overtime Weekends Nights Holidays

If applying for a job that requires one, do you have a valid driver's license? Yes No

Have you previously applied with us? Yes No

When _____

Have you previously worked with us? Yes No

When _____

Are any of your records under a different name? Yes No

If so, what name _____

Is there any reason you might be unable to meet our attendance requirements? Yes No

If yes, please explain _____

Will you be able to perform the essential functions of the job, with or without reasonable accommodation? Yes No

<u>Education/Training</u>	<u>Name & Location of School</u>	<u>Did you graduate?</u>	<u>Subjects Studied</u>
High School			
College			
Other Training (Particularly that led to license or certification)			

SKILLS / ABILITIES:

List any machines you are skilled in using: _____

List any skills or abilities you have which are pertinent to the position, including hobbies or related interests: _____

Are you taking or do you plan to take any additional education that would apply to this position? If so, what? _____

PLEASE LIST WORK EXPERIENCE, INCLUDING MILITARY AND VOLUNTEER EXPERIENCE

Present or Last Employer: May we contact this employer? Yes No

Address: _____ Phone: () _____

Start Date: _____ Leaving Date: _____ Supervisor: _____ Rate of Pay \$ _____

Job Title & Duties: _____

Why Did You Leave? _____

Previous Employer: : May we contact this employer? Yes No

Address: _____ Phone: () _____

Start Date: _____ Leaving Date: _____ Supervisor: _____ Rate of Pay \$ _____

Job Title & Duties: _____

Why Did You Leave? _____

Previous Employer:: May we contact this employer? Yes No

Address: _____ Phone: () _____

Start Date: _____ Leaving Date: _____ Supervisor: _____ Rate of Pay \$ _____

Job Title & Duties: _____

Why Did You Leave? _____

PLEASE READ EACH OF THE FOLLOWING ITEMS BEFORE SIGNING THIS APPLICATION

- 1 As a final step in the hiring process, an applicant will be required to take a pre-employment drug screen. Applicants who confirm positive on drug screening will not be considered for employment and may not reapply for one year from the date of testing. If a job offer is made, it will be made contingent upon background screening and reference checks defined in attachment.
- 2 **I CERTIFY** that the facts contained in this application are true and complete, and understand that if employed, false, misleading or incomplete statements on this application shall be grounds for immediate dismissal.
- 3 **I AUTHORIZE** the company to investigate and verify any information contained in my application or pre-hire interviews, including my previous employment, education and background. I further release all parties from all liability for any damage that may result from furnishing or receiving such information.

Date _____ Signature of Applicant _____

Applications will be active for 60 days and subject to review for job vacancies during that period

-----BOX BELOW FOR OFFICE USE ONLY-----

Interviewed by: _____ Date: _____ Proceed to hire process? Yes No

WAGE OFFERED: \$ _____ SHIFT OFFERED: _____ PROJECTED START DATE: _____

SUPERVISOR – SIGN AND THEN FORWARD TO HR FOR HIRING PROCEDURE

Supervisor Signature _____ Date Forwarded to HR _____

____ Submit Background Check ____ Receive Background check results ____ Notify Mgr of results ____ Proceed? Yes No

____ Schedule UA/Eye Exam ____ Receive UA results ____ Notify Mgr ____ Notify Applicant Hired? Yes No

VOLUNTARY APPLICANT DATA

AMT is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, AMT invites applicants to voluntarily self-identify their race/ethnicity and gender. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement.

Date: _____ Position applied for: _____

Name: _____

Referral Source: _____ Advertisement (print) _____ Employee Referral _____ Walk-in
_____ Employment Agency _____ Internet (specify site) _____
Other _____

EEO Survey

Government agencies require periodic reports on the sex and ethnicity of applicants and employees. This data will be used for analysis and reporting only. **Choose one race/ethnic group. Submission of information is voluntary.**

Sex: _____ Male _____ Female

Race/Ethnic Group : _____ Hispanic or Latino _____ White _____ Black or African American
_____ Native Hawaiian or Other Pacific Islander _____ Asian
_____ American Indian or Alaska Native _____ Two or more races

Definitions

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races