



EMPLOYMENT APPLICATION

PLEASE PRINT AND ANSWER ALL QUESTIONS COMPLETELY

PERSONAL INFORMATION

TODAY'S DATE: ___/___/___
Month Day Year

FULL NAME _____
First Middle Initial Last

CURRENT ADDRESS _____
Street Address City State Zip

| | | | | | | | | | | | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|-----------|--|-----------------------|--|--|-----------|--|---------------------------|--|--|
| Social Security Number | | | | | | | | | | Area Code | | Home Telephone Number | | | Area Code | | Business Telephone Number | | |
| | | | | | | | | | | | | | | | | | | | |

WHAT PROMPTED YOU TO APPLY? (Check one only)

- Walk-in
 Sign posted
 Newspaper advertisement; name of newspaper _____
 Agency
 Job Service
 Employee referral; name of employee _____
 Other _____

POSITION THAT YOU ARE APPLYING FOR: 1) _____ 2) _____
 FULL-TIME PART-TIME TEMPORARY

HOURS AVAILABLE (indicate AM/PM)

| HOURS | Sun | Mon | Tues | Wed | Thur | Fri | Sat |
|-------|-----|-----|------|-----|------|-----|-----|
| From | | | | | | | |
| To | | | | | | | |

DATE AVAILABLE FOR WORK _____ SALARY DESIRED Per Hour \$ _____ Per Year \$ _____

DO YOU HAVE A RELATIVE EMPLOYED AT DIAMOND TOOL? PLEASE CHECK Yes No

PLEASE STATE Name _____ Position _____

HAVE YOU WORKED FOR DIAMOND TOOL PREVIOUSLY?

Yes No Dates _____

ARE YOU AT LEAST 18 YEARS OF AGE? Yes No

IF YOU ARE UNDER 18, CAN YOU FURNISH A WORK PERMIT? Yes No

DO YOU HAVE A LEGAL RIGHT TO WORK IN THIS COUNTRY? Yes No (Proof of identity and employment eligibility will be required upon employment)

EDUCATION

| Name and Location of School | GRADUATED (Yes or No) | MAJOR | GED/DEGREE |
|------------------------------------------|-----------------------|-------|------------|
| High School | | | |
| | | | |
| | | | |
| College | | | |
| | | | |
| | | | |
| Trade, Business, Correspondence Or Other | | | |
| | | | |
| | | | |

ACADEMIC HONORS OR SPECIAL RECOGNITION _____

EXTRACURRICULAR ACTIVITIES _____ OFFICES HELD _____

PLEASE LIST ANY SPECIAL TRAINING OR SKILLS YOU HAVE ACQUIRED (Such as Fork-lift operation, Word Processing (specify system(s), etc.)

EMPLOYMENT HISTORY

List all work experience, military service, self-employment and periods unemployed during the last 15 years, beginning with the most recent. Volunteer work is considered valid work experience. Attach an additional sheet if necessary.

| | | | |
|------------------------------------|-----------------------------------------------------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COMPANY NAME: | EMPLOYMENT DATES FROM ___/___/___ TO ___/___/___ | TOTAL TIME w/ COMPANY (yrs/mos) | SALARY Start \$ _____ <input type="checkbox"/> hr <input type="checkbox"/> yr Ending \$ _____ <input type="checkbox"/> hr <input type="checkbox"/> yr |
| POSITION | SUPERVISOR NAME & TITLE | DUTIES | |
| ADDRESS (street, city, state, zip) | SUPERVISOR PHONE NUMBER () | REASON FOR LEAVING | |

EXPLAIN TIME BETWEEN JOBS:

| | | | |
|------------------------------------|-----------------------------------------------------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
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EXPLAIN TIME BETWEEN JOBS:

INDICATE WHICH, IF ANY, OF YOUR PREVIOUS OR CURRENT EMPLOYERS YOU DO NOT WISH US TO CONTACT, AND WHY

I authorize Diamond Tool to contact any previous employer or reference with exception of those noted above.

SIGNATURE _____ DATE _____

EMPLOYMENT HISTORY (cont'd)

OTHER NAME(S) UNDER WHICH EMPLOYMENT OR EDUCATION MAY BE VERIFIED _____

ARE YOU WILLING TO RELOCATE? Yes No

OTHER INFORMATION

ALL APPLICANTS

A conviction record will not necessarily be a bar to employment. Applicants with a sealed record on file can answer "no record" to any inquiries about criminal charges. Have you ever been convicted of a felony? Yes No record.

Within the last five (5) years have you been convicted of, or released from incarceration, for a misdemeanor which was **NOT** a first offense for drunkenness, simple assault, speeding, a minor traffic violation, an affray, or disturbing the peace? Yes No record. If "yes" to either question, please give details including date, location (city), nature of offense, and disposition:

PRE-EMPLOYMENT DRUG TESTING

I understand that, as a condition of employment, I may be required to take a test for substance abuse, except where prohibited by law.

Signature _____ Date _____

By entering the employ of Diamond Tool, I agree to conform to the rules and regulations of the Company and acknowledge that my employment and compensation can be terminated, with or without cause, and without notice, at any time, at the option of either the company or myself. I understand that I cannot be employed by any vendor or lessee in a company other than where I am employed. I further understand that no policy, benefit, or procedure contained in any handbook creates an employment contract for any period of time, and no terms or conditions of employment contrary to the foregoing should be relied upon except for those made in writing by a designated officer of the Company.

All of the information on this application is truthful and factual and it is my understanding that should any falsification or material omission be discovered it will constitute grounds for nonacceptance or dismissal.

I agree and hereby authorize Diamond Tool to conduct a background inquiry to verify the information on this application and any company form completed by me and I authorize all schools, previous employers, police departments, mutual associations or other persons seeking knowledge of me, or my records, to release such information to Diamond Tool or its agents. I also authorize Diamond Tool to check my background through criminal/employment checks or other consumer report agencies. I hereby release those schools, employers, police departments, associations, and persons and Diamond Tool from all claims or liabilities whatsoever that may come out of such disclosure or such investigations.

Signature _____ Date _____

At Diamond Tool, we value diversity in our organization, and we are an equal opportunity employer. We do not discriminate against any applicant because of race, color, religion, sex, age, national origin, disability or sexual orientation.