

DIAMOND TOOL & FASTENERS, INC.
APPLICATION FOR EMPLOYMENT

Non-Discrimination Policy: Diamond Tool & Fasteners, Inc. is committed to the principle of equal opportunity in employment. We do not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.

GENERAL INFORMATION

Date _____

Position(s) Applied For (1) _____

(2) _____

Referral Source Employee Referral (name of employee: _____) DTF website
 Internet Search Walk-in Other _____

Name _____
Last First Middle

Address _____

Number Street City State Zip
Home Telephone (_____) _____ E-mail address _____
Cell Phone (_____) _____ Social Security number _____

If under 18, can you provide a work permit? Yes No

If hired, are you legally eligible for employment in the United States? Yes No
(Proof of legal work status will be required upon employment)

When are you available to start? _____

Shifts available to work Days Evenings

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete address)	MAJOR & DEGREE	
High School				
College				
Graduate School				
Bus. or Trade School				

Special Honors _____

COMPUTER SKILLS (Only for positions which require computer skills)

Check off those computer skills with which you are proficient (any version).

- Google Suite Windows Microsoft Word
 Microsoft Excel Microsoft Publisher Microsoft Powerpoint
 Other. Please list _____

DRIVER'S LICENSE (Only for positions which require driving)

Do you have a driver's license? Yes No

Driver's license number _____ State of issue _____ Expiration date _____

OTHER SPECIAL SKILLS

Please list other special skills you may have, e.g., fluency in other languages, licenses, special training required for the position for which you are applying, etc.

--

WORK EXPERIENCE

Please list your work experience beginning with your **most recent** job. If you were self-employed, give firm name. Attach additional sheets if necessary. Exclude organization names which indicate race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability.

Most Recent Employer	Dates Employed	Work Performed
	From:	
	To:	
Address	Supervisor	
Job Title	Reason for Leaving	
Employer	Dates Employed	Work Performed
	From:	
	To:	
Address	Supervisor	
Job Title	Reason for Leaving	

Employer	Dates Employed From: To:	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	

Employer	Dates Employed From: To:	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	

REFERENCES	
Please list two references other than relatives. Prior employers preferred.	
Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone (____) _____	Telephone (____) _____

APPLICANT'S STATEMENT

(Initial each numbered item as read)

1. _____ The information that I have provided on this application is accurate to the best of my knowledge and may be verified by Diamond Tool or its agents.
2. _____ I authorize all the schools, persons and organizations named in this application to provide any relevant information in their possession or knowledge to the agents of Diamond Tool, for use in deciding whether or not to offer me employment and specifically waive any required written notification. I hereby release Diamond Tool, my former employers and all other persons from any and all claims, demands, or liabilities arising out of or in any way related to such inquiry or disclosure.
3. _____ I understand that Diamond Tool is committed to maintaining a drug and alcohol free work place. Accordingly, I may be subject to a pre-employment blood test, urinalysis or other drug/alcohol screening. I further understand that if employed, I may be subject to such a drug and alcohol screening if the Diamond Tool has reasonable suspicion to believe that I am under the influence of a drug or alcohol. My consent to submit to such a test is required as a condition of employment and my refusal to consent shall result in a refusal to hire or, if already employed, termination.
4. _____ I understand and agree that any misrepresentation or omission of facts in this application will be justification for refusal or termination of employment, regardless of the time elapsed before discovery.
5. _____ I understand and agree that the employment for which I am applying for is at-will and such employment may be terminated at any time with or without cause, without prior notice, by either myself or Diamond Tool. There will be no agreement, express or implied between Diamond Tool and me for any specific period of employment, nor for continuing or long term employment, unless made in writing, signed by an authorized representative of Diamond Tool.
6. _____ I have placed my signature in the space provided below only after I have completed the entire application to the best of my ability and have carefully read the statements above.

Applicant Name: _____

Applicant Signature: _____

Date: _____