



Amarillo Gear Company LLC

APPLICANT NAME & PHONE NUMBER

EMPLOYMENT APPLICATION

Equal employment opportunity is assured all applicants regardless of age, color, creed, disability, national origin, religion, race, sex, or other factor protected by federal, state, or local law. Reasonable accommodations will be made for qualified individuals with disabilities, unless doing so would result in an undue hardship. Please tell us if you need assistance to complete this application.

(Please Print) Date Submitted: _____

Name: _____ Social Security No. _____
(Last) (First) (Middle)

Current Address: _____
(Street, City, State, Zip Code)

Telephone (check which is preferred) Home _____ Business _____

Position Desired _____ Full Time/Part Time/Other _____
(circle one)

Date Available: _____ Shifts Available: _____ Salary/Compensation Desired _____

Referral Source: Agency Referral School Ad Walk-in Other _____

Have you ever applied for a position with us? Yes No If "yes", when _____

Have you ever been employed by us? Yes No If "yes", when _____

Have you been a participant in the Marmon Employees' Retirement Plan? Yes No From when to when _____

Do you have a relative working here? Yes No Name/relationship _____

Are you currently employed? Yes No _____

EDUCATION

School	School's Name, Number and Street, City, State and Zip	No. Yrs.	Degree	Major
High School				
College				
Graduate School				
Trade, Business, Night or Correspondence				
Other				

If you did not graduate high school, do you have a GED? Yes No

EMPLOYMENT HISTORY

List complete employment history, including self-employment and periods of unemployment, from most recent to least. Use more sheets if needed.

Employer _____ Date Employed: _____ Starting Position _____

Address _____ From _____ Mo/Yr. Last Position _____

_____ To _____ Mo/Yr. Other Position _____

Telephone _____

Salary/Wage: Starting _____ Final _____ Last Supervisor _____

Duties in Last Position: _____

Reason for Leaving: _____

Employer _____ Date Employed: _____ Starting Position _____

Address _____ From _____ Mo/Yr. Last Position _____

_____ To _____ Mo/Yr. Other Position _____

Telephone _____

Salary/Wage: Starting _____ Final _____ Last Supervisor _____

Duties in Last Position: _____

Reason for Leaving: _____

Employer _____ Date Employed: _____ Starting Position _____

Address _____ From _____ Mo/Yr. Last Position _____

_____ To _____ Mo/Yr. Other Position _____

Telephone _____

Salary/Wage: Starting _____ Final _____ Last Supervisor _____

Duties in Last Position: _____

Reason for Leaving: _____

Employer _____ Date Employed: _____ Starting Position _____

Address _____ From _____ Mo/Yr. Last Position _____

_____ To _____ Mo/Yr. Other Position _____

Telephone _____

Salary/Wage: Starting _____ Final _____ Last Supervisor _____

Duties in Last Position: _____

Reason for Leaving: _____

Other Job and Education Information

May we contact your present employer? Yes No Previous employers? Yes No

If no, please identify the employer and reason for not contacting: _____

If any of your education or prior work records may be under a different name, please identify the name and each school and employer that may have used that name: _____

Except for vacations and holidays, how many workdays were you absent during the past calendar year?

0 - 5 5 - 10 10 - 15 15 - 20 21+ days

During the prior year? 0 - 5 5 - 10 10 - 15 15 - 20 21+ days

Military Experience

Have you served in the U.S. Armed Forces? Yes No Branch _____ From _____ To _____ Highest Rank _____

Describe any special job-related training received in military: _____

Other Skills

Excluding those indicating your age, color, creed, disability, national origin, race, religion or sex, describe your other skills or qualifications that are related to the position you are seeking (e.g. foreign languages, computer skills, and professional associations):

Other Work Experience

If you are applying for a clerical or administrative position, indicate below the kinds of work that you have done:

- Typing (wpm _____) File Room Word Processing Software Program(s) _____
- Switchboard Telex Other Computer Programs _____
- Shorthand (wpm _____) Fax Other Equipment _____
- Videotape Equipment Photocopy Equipment

General Information

1. Do you have a birth certificate, social security card, certificate of U.S. citizenship or other verification of your legal right to work in the U.S.? Yes No
2. Do you have personal identification such as a U.S. Passport, a driver's license, or photographic identification card issued by the State? Yes No
3. Are you at least 18 years of age? Yes No
4. Have you ever been convicted or pleaded guilty or nolo contendere to a felony? Yes No ("Yes" will not automatically disqualify you for employment) If "yes", please state the specific felony, date of conviction or plea, and state and county of the court:

(Illinois applicants are not required to, and should not, disclose convictions in which the records have been sealed or expunged.)
5. If you are applying for a position involving evening or weekend work, can you meet the scheduling requirements? Yes No
6. Are you able and willing to work overtime as requested? Yes No

Applicant's Representations, Consents, and Acknowledgments

To the Applicant: The Company will not consider your application unless you read and sign the following:

I acknowledge that any employment offer is ---

- solely for at-will employment (*i.e.*, either the company or employee may terminate employment at any time and for any reason) and
- is conditional on my providing government-required identification establishing that I am eligible to work in the U.S., as well as on the results of drug screening, medical examinations, other tests, and education, reference, and background checks that the Company may require.

I represent that the information I provide in seeking employment with the Company (including in this application and résumé) is correct and acknowledge that any false or misleading information, including omissions may result in my not being hired or my dismissal if already hired.

I authorize investigation and verification of the information I provide in seeking employment and authorize all persons, companies, schools, former employers, credit bureaus, and law enforcement agencies to provide the Company with information about me and release each of the above from any liability for doing so. I also authorize the Company to provide information about me.

If I am hired, I will completely read and remain familiar with the Company's employee handbook and other policies.

Consent and Release for Drug and Alcohol Testing

If I am offered employment, I consent to providing specimens (including blood, alcohol, and hair) for testing for the presence of illegal drugs, alcohol (while working), and misuse of legal drugs. I also consent to the Company maintaining test results among its records. A test outcome indicating the presence of illegal drugs, alcohol (while working), misuse of legal drugs, or the use of an adulterant may result in the withdrawal of an offer of employment or my dismissal. I also release the Company, and its employees and agents, from any claim that I may have relating to the matters for which I have given my consent. This consent and release will remain effective throughout my possible employment with the Company or until I withdraw it in writing.

Dated: _____

(Signature of Applicant)

(Printed Name)

Please Review and Sign any Additional Pages Attached to This Application

Fair Credit Reporting Act Disclosure Statement

Dear Applicant:

AMARILLO GEAR COMPANY LLC may, with your authorization, obtain “consumer reports” about you and use them in considering you for employment and for future employment purposes, such as for promotions. Consumer reports are obtained from third-party companies that are in the business of compiling such reports. Information in the reports may concern your ---

credit worthiness
credit standing
credit capacity
character
general reputation

mode of living
personal characteristics
driving history
education
felony criminal convictions

Authorization

I hereby authorize AMARILLO GEAR COMPANY LLC to obtain and use consumer reports for employment purposes.

Dated: _____

(Signature of Applicant)

(Printed Name)

