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INDUSTRIAL • CONSTRUCTION • RENTAL • TOOL REPAIR

APPLICATION FOR EMPLOYMENT

Name _____

Date _____

Location Seeking Employment: FW INDY

Position(s) Desired:

1. _____

2. _____

3. _____

ALL APPLICATIONS ARE ACTIVE FOR 60 DAYS

APPLICATION FOR EMPLOYMENT

DATE: _____ POSITION APPLIED FOR: _____

Referred by: _____ Date Available for Work: _____

INSTRUCTIONS: Please read carefully. Every item on this form must be answered to the best of your ability. Please print and use a pen. Your qualifications will be carefully reviewed and you will be given thorough consideration for any suitable vacancy. Upon employment, this application will become part of your permanent record Mill Supplies, Inc.. Keep this in mind as you complete it. Special Note: You are not required to supply any information that is prohibited by Federal, State, or Local law. We are an Equal Opportunity Employer. Mill Supplies, Inc. does not discriminate on the basis of race, color, religion, gender, national origin, pregnancy, marital status, citizenship, age, disability or any other legally protected class. You may request assistance in completing this application.

PERSONAL

Name _____ Telephone Number: () _____

Street _____ M.I. _____ Last _____ Box _____ City _____ ST _____ Zip _____

Previous Address _____ Social Security Number _____

If younger than 18, state your age here _____ Are you legally entitled to work in the United States? ** yes no

**Compliance with I-9 requirements is mandatory, upon employment

If convicted of a crime(s), explain here: _____ No convictions

Answer these questions for all positions requiring the use of a vehicle:

Have you ever been convicted of a moving traffic violation? yes no If yes, list all here: _____

Have your driving privileges ever been revoked or suspended? yes no If yes, list here: _____

Do you currently hold a Commercial driving license? yes no

EDUCATION

High School (Name and Address) _____

Did you graduate? _____ If no, last grade completed _____ G.E.D. Obtained? _____ Grade Average _____

Colleges (Name and Address) _____

Colleges (Name and Address) _____

Did you graduate? _____ If no, number of hours completed _____ Grade Point Average _____ Degree _____

Major _____ Minor _____ If attending, date of graduation _____

Other Education _____

Awards, Honors, Leadership Roles: _____

MILITARY not applicable

List service in U.S. Military: From _____ to _____ Branch _____

Rank at Discharge _____ Military experience that may be applicable: _____

MOS: _____

GENERAL EMPLOYMENT INFORMATION

1. List here all of the equipment with which you have experience and training. (Examples: cash register, small tools, forklift, word processor, calculator, computers, etc.): _____

2. Are you willing to relocate? _____ If yes, state location preferred _____

3. Salary Expected _____ hour _____ or week _____ Number of hours you are available per week? _____ No preference

4. Type of Employment sought: regular full time regular part time temporary seasonal as needed

5. Which of the following are you available: **Days:** yes no **Nights:** yes no
Weekends: yes no **Holidays:** yes no **Shift Work:** yes no
6. Indicate hours you are available to work on the following days (or check *Anytime*, if you have no restrictions)
Monday to _____ Tuesday to _____ Wednesday to _____ Thursday to _____ Friday to _____ Saturday to _____ Sunday to _____
 Anytime Anytime Anytime Anytime Anytime Anytime Anytime
7. Are you able and willing to perform the essential functions of the job for which you are applying, including travel, if necessary? yes no don't know
•If no, indicate reason: need different hours need different days need more training, Other, (explain accommodation needed:)

EXPERIENCE: List below all present and past employment, beginning with your most recent employer

1. Employer _____ Starting Salary _____ per hour or week
Address _____ Last Salary _____ per hour or week
Kind of Business _____ Supervisor _____
Job Title _____ Reason for Leaving: Quit Discharge Retired
Dates Employed _____ to _____ Laid Off Why? _____
For Job Reference, call _____ at _____
 Please do not contact this employer. Why not? _____
2. Employer _____ Starting Salary _____ per hour or week
Address _____ Last Salary _____ per hour or week
Kind of Business _____ Supervisor _____
Job Title _____ Reason for Leaving: Quit Discharge Retired
Dates Employed _____ to _____ Laid Off Why? _____
For Job Reference, call _____ at _____
 Please do not contact this employer. Why not? _____
3. Employer _____ Starting Salary _____ per hour or week
Address _____ Last Salary _____ per hour or week
Kind of Business _____ Supervisor _____
Job Title _____ Reason for Leaving: Quit Discharge Retired
Dates Employed _____ to _____ Laid Off Why? _____
For Job Reference, call _____ at _____
 Please do not contact this employer. Why not? _____
4. Employer _____ Starting Salary _____ per hour or week
Address _____ Last Salary _____ per hour or week
Kind of Business _____ Supervisor _____
Job Title _____ Reason for Leaving: Quit Discharge Retired
Dates Employed _____ to _____ Laid Off Why? _____
For Job Reference, call _____ at _____
 Please do not contact this employer. Why not? _____
5. Employer _____ Starting Salary _____ per hour or week
Address _____ Last Salary _____ per hour or week
Kind of Business _____ Supervisor _____
Job Title _____ Reason for Leaving: Quit Discharge Retired
Dates Employed _____ to _____ Laid Off Why? _____
For Job Reference, call _____ at _____
 Please do not contact this employer. Why not? _____

In the following space , please describe briefly why you are applying for this position:

In the following space, please describe your strengths and talents and how our company will benefit from your work here.

CONDITIONS OF EMPLOYMENT

- I. The facts as stated on this application are true and correct. I understand that, if employed, false statements on this application may cause my immediate dismissal.
- II. I authorize such background and personal reports as deemed necessary to verify that the information I have supplied is true and accurate and to determine my fitness for this job and hold harmless those who have the responsibility to develop such a report. A copy of this authorization is as valid as the original.
- III. I understand that I may be required to work overtime as a condition of being employed.
- IV. In consideration of my employment, I agree to conform to the rules and regulations for employees. I understand I am an employee at will, and that this application is not a contract of employment Mill Supplies, Inc. and that my employment and compensation can be terminated, with or without cause, at anytime, at the option of either Mill Supplies, Inc. or me. I understand that no representative of Mill Supplies, Inc. has any authority to enter into any verbal agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and that no document, policy or practice of Mill Supplies, Inc. may change the foregoing unless it is expressly titled "Employment Agreement" and signed by both myself and an officer of Mill Supplies, Inc.
- V. I understand that I may be required to submit to a pre-employment and post-employment test for fitness and/or substance abuse, if not prohibited by law.
- VI. Upon separation of employment, I authorize Mill Supplies, Inc. to withhold from my final pay check any monies owed to them by me (if not prohibited by law) for equipment, loans, products, services, materials or other assets in my possession not promptly returned.
- VII. As a condition of my employment with Mill Supplies, Inc. I agree that any conflict or complaint that cannot be resolved internally may be referred to outside mediation and/or arbitration for resolution.

DATE _____ **SIGNATURE** _____