

General Products Machine Shop, Inc.

3661 Pole Line Road – Pocatello, Idaho 83201
An Equal Opportunity Employer

Employment Application

Personal Information:

Name: _____ SSN: _____ - _____ - _____
Last First Middle

Address: _____
Street City State Zip Code

Home Phone: () _____ Work Phone: () _____ Cell Phone: () _____

Position Applied For: _____ Are you currently employed: _____ Wage: _____

May we contact your present employer? _____ Contact Name/Number/Position: _____

Education:

- a. Check highest grade completed: 8 9 10 11 12
b. If you did not complete high school, do you have a high school equivalency diploma? yes no
c. Check number of years of post high school education. 1 2 3 4 5 6 or more

Name and location of Institution	Degree Received	Major	Dates Attended
1. _____			
2. _____			
3. _____			

d. If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected completion date: _____

Experience:

Highlight your knowledge, skills, and abilities which best demonstrate your qualifications for this position.

Job Title:	
Employer:	Duties Included:
Address:	
Phone:	
Type of Business:	
Immediate Supervisor:	
Salary: (start) _____ (finish) _____	Equipment Used:
Dates: (mo/yr) _____ to (mo/yr) _____	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Reason for Leaving:
Job Title:	
Employer:	Duties Included:
Address:	
Phone:	
Type of Business:	
Immediate Supervisor:	
Salary: (start) _____ (finish) _____	Equipment Used:
Dates: (mo/yr) _____ to (mo/yr) _____	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Reason for Leaving:

General Products Machine Shop, Inc.

3661 Pole Line Road – Pocatello, Idaho 83201
An Equal Opportunity Employer

Employment Application

Experience (continued):

Job Title:	
Employer:	Duties Included:
Address:	
Phone:	
Type of Business:	
Immediate Supervisor:	
Salary: (start) (finish)	Equipment Used:
Dates: (mo/yr) to (mo/yr)	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Reason for Leaving:

Miscellaneous:

- a. Check what shift(s) or times you are able to work. Day Swing Night Weekends
 b. Check what job status you would accept. Full-time Part-time

c. What are your qualifications, experience, knowledge, skills, and abilities for the position you are applying for?

d. What else should we know about you (the applicant) which was not mentioned above? List anything that might set you apart from the other applicants.

e. When will you be available to start work? _____ Month _____ Day _____ Year

References:

Name	Phone Number	Business /Title	Years Known
1.			
2.			

I hereby certify that all entries on this application are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment with General Products Machine Shop, Inc. I understand that all information on this application is subject to verification.

Date: _____ Applicants Signature: _____