



**Billet Industries, Inc.**  
**APPLICATION FOR EMPLOYMENT**

247 Campbell Road, York, PA 17402

Date of Application: \_\_\_\_\_

Please answer all questions in full. Billet Industries, Inc. is an equal opportunity employer and does not discriminate on the basis of age, color, national origin, race, religion, sex, disability or handicap, or veteran status.

<b>P E R S O N A L</b>	Last Name		First		Middle	
	Street Address		City		State Zip	
	Telephone			E-Mail Address		
	Previous Address		City		State Zip	
			From		To	
	Position Desired			<input type="checkbox"/> Full Time		<input type="checkbox"/> Part Time
	Date Available to Begin Work			Salary Desired		
	Are you Presently Employed <input type="checkbox"/> Yes <input type="checkbox"/> No			May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Have you ever applied to this company before? If "Yes" above, list when:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Are you legally eligible for employment in the United State? <input type="checkbox"/> Yes <input type="checkbox"/> No			PROOF OF CITIZENSHIP OR IMMIGRATION STATUS WILL BE REQUIRED UPON OFFER OF EMPLOYMENT		
	What is your strongest area of interest in the machine shop?					
	Mechanical Experience					
	Have you served an apprenticeship? <input type="checkbox"/> Yes <input type="checkbox"/> No			Trade?		
How Long?		When served?		Where served?		
Are you 18 yrs. of age or older?			<input type="checkbox"/> Yes <input type="checkbox"/> No			

List all diplomas, degrees or certifications you have obtained from high school, college, university, trade or occupational schools, graduation status, and years completed.

<b>E D U C A T I O N</b>	Name and Address of school	Degree or Diploma (Graduated Y/N)	# Years completed	Major



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(Continued)

E M P L O Y M E N T	5	Company Name		Telephone (      )	Verif		
		Street Address		Dates of Employment From                      To		Date	
		City	State	Zip	Salary		
					Start	End	
		Job Title		Name of Supervisor			
		Description of Work		Reason for Leaving			
	6	Company Name		Telephone (      )	Verif		
		Street Address		Dates of Employment From                      To		Date	
		City	State	Zip	Salary		
					Start	End	
		Job Title		Name of Supervisor			
		Description of Work		Reason for Leaving			
	7	Company Name		Telephone (      )	Verif		
		Street Address		Dates of Employment From                      To		Date	
		City	State	Zip	Salary		
					Start	End	
		Job Title		Name of Supervisor			
		Description of Work		Reason for Leaving			
	8	Company Name		Telephone (      )	Verif		
		Street Address		Dates of Employment From                      To		Date	
City		State	Zip	Salary			
			Start	End			
Job Title		Name of Supervisor					
Description of Work		Reason for Leaving					

Do you have any physical limitations that would prevent you from performing the essential functions of the job with or without reasonable accommodation?     Yes     No

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<b>SPECIAL SKILLS AND QUALIFICATIONS</b>	Summarize special skills, hobbies, and qualifications acquired from employment or other experience. (Licenses, certifications, languages spoken, computer skills, etc.)
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<b>R E F E R E N C E S</b>	Name		Telephone		
	Address		City	State	Zip
	Nature of association				
	Name		Telephone		
	Address		City	State	Zip
	Nature of association				
	Name		Telephone		
	Address		City	State	Zip
	Nature of association				

Applicants having sealed conviction records on file with the Department of Probation may disregard reference to under seal convictions in answering any of the following questions:

<b>SEALED RECORD NOTICE</b>	Have you been convicted of a misdemeanor within the past five years? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If "YES" to above, list any and all misdemeanor convictions except, applicants may answer "NO" with respect to a first conviction for either drunkenness, simple assault, speeding, minor traffic violations or disturbance of the peace.
	Have you been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If "Yes" to above please list all felony convictions

<b>Additional Comments</b>	Comments you would like to add:
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PLEASE READ CAREFULLY BEFORE SIGNING.

If you have any questions regarding the following statement, please ask.

All persons desiring consideration for employment by **BILLET INDUSTRIES, INC.** must complete an employment application in its entirety. **The use of this form does not indicate there are any positions open and does not imply that the applicant will be offered employment.** All applications will be kept confidential.

I authorize all information contained in this application and any accompanying resume, letters of recommendation and references, to be verified by **BILLET INDUSTRIES, INC.** prior to and at anytime during employment. I understand that any false information, omissions or misrepresentations of facts called for in this application may result in rejection of my application or discharged at any time during employment.

I authorize **BILLET INDUSTRIES, INC.** to communicate with persons listed as references, former employers and educational institutions to release any information concerning my background. I agree to hold such persons harmless with respect to any information they provide about me.

I understand that **BILLET INDUSTRIES, INC.** has a Drug Free Workplace Policy. I am willing to submit to drug and alcohol testing to detect the use of illegal drugs prior to employment and to test for drugs and alcohol during my employment in accordance with this policy. Likewise, being under the influence of drugs or alcohol during working time is prohibited and may be grounds for dismissal.

I understand that **BILLET INDUSTRIES, INC.** is an equal opportunity employer operating under the Pennsylvania "EMPLOYMENT AT WILL" law. I understand that my employment and compensation can be terminated, with or without notice, at any time, at the option of either the Company or myself. I understand that nothing contained in this application or in the interview process is intended to create an employment contract.

**BILLET INDUSTRIES, INC.** reserves the right to offer employment subject to a probation period.

I hereby acknowledge that I have read and understood each of the above statements.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_