



APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

**PERSONAL INFORMATION** *Incomplete information could disqualify you from further consideration.*

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_

Are you eligible to work in the U.S? **Yes/No** Are you at least 18 years or older? **Yes/No**

Have you been convicted of a crime? **Yes/No** If yes, please explain \_\_\_\_\_

Have you ever been terminated from employment or asked to resign by an employer? **Yes/No**

If yes, please provide company names and details \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? **Yes/No**

Do you have the legal right to work and remain permanently in the United States without sponsorship? **Yes/No**

**EMPLOYMENT DESIRED**

Date you can start \_\_\_\_\_ Hourly Rate/Salary desired \_\_\_\_\_

Position desired \_\_\_\_\_

Have you worked for Pontiac Coil previously? **Yes/No** Shift Preference \_\_\_\_\_

Can you work any shift? **Yes/No** Can you work overtime, including weekends? **Yes/No**

Are you currently employed? **Yes/No** If so may we contact of your present employer? **Yes/No**

**REFERRAL SOURCE**

How did you hear about us? *Walk In, Advertisement, Referral, Other* \_\_\_\_\_

Have you served in the military? **Yes/No** Branch \_\_\_\_\_

Do you know anyone who works for our company? **Yes/No** If yes, who? \_\_\_\_\_

<b>EDUCATION</b>	<b>Name and location of school</b>	<b>No. of yrs. Attended</b>	<b>Degree Received</b>	<b>Subjects studied/Major</b>
High School				
College or University				
Trade, Business or Correspondence				

**EMPLOYMENT HISTORY** Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone ( )
Job Title		Address	
Supervisor and title		Job responsibilities	
Reason for leaving		Hourly Rate/Salary	
From	To	Employer	Telephone ( )
Job Title		Address	
Supervisor and title		Job responsibilities	
Reason for leaving		Hourly Rate/Salary	

From	To	Employer	Telephone ( )
Job Title		Address	
Supervisor and title		Job responsibilities	
Reason for leaving		Hourly Rate/Salary	
From	To	Employer Name	Telephone ( )
Job Title		Address	
Supervisor and title		Job responsibilities	
Reason for leaving		Hourly Rate/Salary	
From	To	Employer	Telephone ( )
Job Title		Address	
Supervisor and title		Job responsibilities	
Reason for leaving		Hourly Rate/Salary	

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Computer Skills \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES** Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Phone, Email	Company	Years Acquainted
1			
2			
3			

**Please read carefully before signing.**

Pontiac Coil, Inc. is an equal opportunity employer. Pontiac Coil, Inc. does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Pontiac Coil, Inc. to hire me. If I am hired, I understand that either Pontiac Coil, Inc. or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Pontiac Coil, Inc. has the authority to make any assurance to the contrary.

If employed, I agree to engage in no outside activity which would involve a material conflict of interest with, or which could reflect adversely on Pontiac Coil, Inc. I understand this decision is to rest with Pontiac Coil, Inc.

I attest with my signature below that I have given to Pontiac Coil, Inc. true and complete information on this application. No requested information has been concealed. I authorize Pontiac Coil, Inc. to investigate all statements contained in this application including employment, verifying credit history, education records, and criminal conviction history and reference checks. I authorize all such references and sources and Pontiac Coil to release this information without liability for damage resulting from such release. I waive any written notice of the release of such records that may be required by state or federal law. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

I understand that Pontiac Coil, Inc. requires the successful completion of a urinalysis for drug testing purposes. By submitting this application for employment, I hereby consent to testing at Pontiac Coil, Inc. discretion.

I understand that Pontiac Coil, Inc. participates with E-Verify to confirm right to work in the United States.

Date\_\_\_\_\_ Signature\_\_\_\_\_

**THIS APPLICATION IS VALID ONLY FOR 90 DAYS FROM THE DATE SIGNED/DATED ABOVE.**