



# Application For Employment

## Ellison Bronze, Inc.

We are an Equal Opportunity-Affirmative Action Employer.

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital status, gender identification/sexual orientation, protected veteran status, disability status, or any other legally protected status.

(Please Print)

<b>Position(s) Applied For</b>		<b>Date of Application</b>	
<b>How did you learn about us?</b>			
<input type="checkbox"/> Print Ad	<input type="checkbox"/> Friend/Relative	<input type="checkbox"/> Chautauqua Works	<input type="checkbox"/> JCC
<input type="checkbox"/> Dept of Labor	<input type="checkbox"/> NYS Job Bank	<input type="checkbox"/> Chau County EDU	<input type="checkbox"/> Other (please explain) _____
<input type="checkbox"/> Manu Fact Assoc.	<input type="checkbox"/> Indeed		
<b>Last Name</b>	<b>First Name</b>	<b>Middle</b>	
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Telephone Number(s)</b>		<b>Social Security Number</b>	

If you are under 18 years of age, can you provide required proof of eligibility to work?  Yes  No

Have you ever filed an application with us before? If Yes, give date \_\_\_\_\_  Yes  No

Have you ever been employed by us before? If Yes, give date \_\_\_\_\_  Yes  No

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or immigration status will be required upon employment)  Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if your job requires it?  Yes  No

Have you been convicted of a felony within the last 7 years?  
(Conviction will not necessarily disqualify an applicant from employment)  Yes  No

If Yes, Please Explain: \_\_\_\_\_

# Employment Experience

Start with your present employer or most recent job.

Employer	Length of Service	Hourly Rate (starting)	Hourly Rate (final)
<b>Address</b>	<b>Work Performed</b>		
<b>Telephone Number(s)</b>			
<b>Job Title</b>	<b>Reason For Leaving</b>		
<b>Supervisor</b>			

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<b>Supervisor</b>			

## Education

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	High School	College/University	Vocational/Technical
School Name/Location			
Number Of Years			
Diploma/Degree			
Describe Course Of Study			
Describe any specialized training, apprenticeship, skills, internships, and extra-curricular activities:			
Describe any honors/awards you have received:			

## Other:

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### Special Skills and Qualifications:

Summarize special job-related skills and qualifications acquired from schooling, employment, volunteering, or other experience.

State any additional information you feel may be helpful to us in considering your application:

## References

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List the name, address and telephone number(s) of three references that are not relatives and are not previous employers.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

# Applicant's Statement

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I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 180 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applicants are being accepted at that time.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that affect is executed by the employer and employee in writing. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR PERSONNEL DEPARTMENT USE ONLY**

Arrange Interview  Yes  No Date of Interview \_\_\_/\_\_\_/\_\_\_ 2<sup>nd</sup> Interview  Yes  No Date of 2<sup>nd</sup> Interview \_\_\_/\_\_\_/\_\_\_  
Remarks \_\_\_\_\_  
\_\_\_\_\_

Hired?  Yes  No Date Began Employment \_\_\_/\_\_\_/\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_ Department \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_

Notes:

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