



Ultra Tool & Manufacturing, Inc.

W169 N5954 Ridgewood Dr. • Menomonee Falls, WI 53051 • 262-703-0455 • Fax 262-703-0468

Ultra Tool has a restricted smoking policy.

Application for Employment

Date of Application: _____

Position(s) Applied for _____

FULL-TIME PART-TIME TEMPORARY

Ultra Tool & Manufacturing, Inc. is an Equal Opportunity Employer. Policy prohibits discrimination on the basis of race, color, religion, ethnicity, national origin, age, sexual orientation, veteran or handicapped status. No question is asked for the purpose of limiting or excluding consideration or revealing such status.

Please print or type:

Name: _____
Last First Middle Other names used in school or employment

Present Address: _____
Number Street City State Zip Code

Permanent Address: _____
(if different) Number Street City State Zip Code

Telephone (with area code)	Another no. where you can be reached	Age if under 18	How were you referred?	Date available to start work
Days/Hours of work preferred	Days/shifts you are <i>unable</i> to work	Minimum rate acceptable	Rate desired	

Are you legally permitted to work in the U.S.? (Proof required upon hire) Yes No

Have you been convicted of a felony within the last seven years? Yes No
Conviction, arrest record, or pending charges will not necessarily disqualify an applicant from employment.

If yes, explain 1) Nature of crime, 2) Date of conviction, 3) State in which convicted: _____

Can you read drawings & blueprints? Yes No

EDUCATION	No. of years attended	No. of credits	Did you graduate?	Grade Average	Major	Minor
Highest level of education attained: _____ List complete names and addresses of schools attended						
High School:						
Technical School:						
College or University:						
Other School:						

Military Service Yes No If yes, list branch and dates _____

What type of work expertise did you gain in the service? _____

Typing: _____ wpm Software type and proficiency level: _____

Type of machine experience and machining skill level: _____

EMPLOYMENT: Please account for all periods of employment and unemployment in the last ten years (except dates attended school listed on the reverse side.) If there is not enough room, please ask for additional sheets.

LIST MOST RECENT POSITION FIRST

Company Name	Address	Telephone no. (with area code)	
Position(s) Held	Dates Employed – From/To	Reason for Leaving	Final/Current Pay Rate
Nature of Duties			
Company Name	Address	Telephone no. (with area code)	
Position(s) Held	Dates Employed – From/To	Reason for Leaving	Final Pay Rate
Nature of Duties			
Company Name	Address	Telephone no. (with area code)	
Position(s) Held	Dates Employed – From/To	Reason for Leaving	Final Pay Rate
Nature of Duties			
Company Name	Address	Telephone no. (with area code)	
Position(s) Held	Dates Employed – From/To	Reason for Leaving	Final Pay Rate
Nature of Duties			

May we contact your current employer at this time for a reference? Yes No

PERSONAL REFERENCES: Do not include former employers listed above or relatives. List individuals who can verify periods of self-employment and unemployment and/or provide information as to your suitability for this employment.

Name	Address	Telephone	How acquainted	# of years

Please read the following statements carefully before you sign your name.

I HEREBY CERTIFY that the answers given by me to the above questions and statements are true and correct and hereby authorize you to contact references, past or present employers, persons, schools, law enforcement agencies and any other sources of information which may be relevant to my application for employment. I hereby release any such reference source from all liability for any damage for providing this information. It is understood and agreed that any misrepresentation, false statement or omissions by me in this application will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability to Ultra Tool & Manufacturing, Inc. *I have read, understand and agree to the above statement.*

(Please initial here.) _____

I further understand that no representative of Ultra Tool & Manufacturing, Inc. has the authority to enter into any agreement for employment for any specified period of time and that Ultra Tool & Manufacturing, Inc. is not guaranteeing employment for anyone. No employment contract is created by virtue of my being hired by Ultra Tool & Manufacturing, Inc. *I have read, understand and agree to the above statement.* (Please initial here.) _____

If employed, I agree to abide by all of the policies and safety rules of Ultra Tool & Manufacturing, Inc. I understand that Ultra Tool & Manufacturing, Inc. is committed to maintaining a drug-free workplace. I am aware that Ultra Tool & Manufacturing, Inc. may require a drug test as a part of the hiring process. Also, if employed, I realize Ultra Tool & Manufacturing, Inc. conducts random and other drug tests of its employees. *I have read, understand and agree to the above statement.* (Please initial here.) _____

SIGNATURE: _____ Date: _____