

# Application for Employment

Please fill out legibly in ink if not submitting electronically. If you need assistance in completing the application, please let us know so that we can arrange reasonable accommodations.

## Personal Information

Date of application: \_\_\_\_\_

Name: last: \_\_\_\_\_ first \_\_\_\_\_ middle \_\_\_\_\_

Current Address \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Alternate Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

Are you legally authorized to work in the United States?  yes  no

Are you 18 years or older?  yes  no Do you use tobacco products?  yes  no

Do you have specific salary requirements?  yes  no If yes, please indicate: \_\_\_\_\_

How were you referred to our company? \_\_\_\_\_

Have you ever been convicted of a crime, excluding misdemeanors and traffic violations?  yes  no

If yes, please give date, city and nature of offense: \_\_\_\_\_

*(The existence of a criminal record will not necessarily disqualify you from employment consideration)*

Date Available for work: \_\_\_\_\_ Total hours available per week: \_\_\_\_\_

Check days available to work:  Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Type of hours:  full time  part time  temporary

Will you work overtime if necessary?  yes  no

Are there any days or hours you are unable or unwilling to work? If so, please indicate below: \_\_\_\_\_

What method of transportation will you use to come to work? \_\_\_\_\_

BORIDE Engineered Abrasives, 2615 Aero Park Drive, Traverse City, MI 49686

*We are an equal opportunity employer and do not discriminate on the basis of race, color, sex, religion, national origin, age, marital or veteran status, or any other legally protected status.*

## Employment Experience

Please begin by listing your **most recent employer first**. Please complete in full.  
You may also attach a resume and include military service and verifiable volunteer work.

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates employed: from (mm/yy) \_\_\_\_\_ to \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Final Wage: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor's Job Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Type of work performed: \_\_\_\_\_

What did you like most about your position? \_\_\_\_\_

What were your least favorite parts of the position? \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates employed: from (mm/yy) \_\_\_\_\_ to \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Final Wage: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor's Job Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Type of work performed: \_\_\_\_\_

What did you like most about your position? \_\_\_\_\_

What were your least favorite parts of the position? \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates employed: from (mm/yy) \_\_\_\_\_ to \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Final Wage: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor's Job Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Type of work performed: \_\_\_\_\_

What did you like most about your position? \_\_\_\_\_

What were your least favorite parts of the position? \_\_\_\_\_

## Employment Experience Continued

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

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Have you ever been fired or asked to resign from a job?  Yes  No

If yes, please explain:

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## Education

High School: \_\_\_\_\_ City: \_\_\_\_\_

Check the highest grade completed: High School  10  11  12 College:  Associates  BA/BS  M.A.

Diploma or GED:  yes  no

School:	Location:	Degree and area of study:	Graduated?
_____	_____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no
_____	_____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no
_____	_____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no
_____	_____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no

Academic honors / recognition: \_\_\_\_\_

Other school, study not listed: \_\_\_\_\_

Describe any other ability, experience or certification(s) that you believe would be helpful in your job. Feel free to include hobbies or other interests you have:

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## References

Please list three people we may contact – do not include immediate relatives or personal friends.

Name and Address: \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_

Occupation \_\_\_\_\_ Years known \_\_\_\_\_

How do you know this person? \_\_\_\_\_

Name and Address: \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_

Occupation \_\_\_\_\_ Years known \_\_\_\_\_

How do you know this person? \_\_\_\_\_

Name and Address: \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_

Occupation \_\_\_\_\_ Years known \_\_\_\_\_

How do you know this person? \_\_\_\_\_

## Signature

Read completely before signing

I understand that the receipt of this application does not imply that I will be employed.

I represent that all of the information given by me in support of my application is true and complete to the best of my knowledge. Upon signing this application, I understand that I will be subject to immediate dismissal or refusal to hire if at any time if BORIDE Engineered Abrasives discovers that I have omitted, misstated or falsified information on this application or at anytime during the hiring process.

I authorize BORIDE Engineered Abrasives and its representatives to verify any of the information on this application and other documentation that I have provided, which may include prior employment records, education, consumer credit, criminal convictions, motor vehicle history and other reports. I authorize all previous employers and other persons who have information of me to release such information as is required. I hereby release BORIDE Engineered Abrasives, any individual, and any representatives of BORIDE Engineered Abrasives from all claims or liabilities whatsoever as a result of any such inquires and disclosures.

I understand that all employees of BORIDE Engineered Abrasives are at will, and that either party may terminate the employment relationship, with or without cause, at any time. This relationship may only be altered in writing directed to me personally and signed by the president of the company. Neither this application, nor any other documents given to me, is intended to create an express or implied contract of employment for a definite term.

I agree that I shall be bound by the rules, policies and regulations of BORIDE Engineered Abrasives, should I be employed.

***I certify that I have read and agree with the statements above.***

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