



2265 West Morton Rd. Jacksonville, Il 62650
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APPLICATION FOR EMPLOYMENT

Please read carefully and answer questions truthfully and to the best of your knowledge.
Any questions that don't pertain to you, or your not sure of please leave blank.

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of Jacksonville Machine, Inc. not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This policy shall include, but not limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination.
Except with respect to sexual orientation, Jacksonville Machine, Inc. further agrees to take affirmative action to ensure equal employment opportunities.

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

Name: _____ Home Phone: _____ Date: _____

Have you been employed under a different name? _____ If so, What? _____

Current Address: _____ City: _____ State: _____

How long have you lived there? _____

In this City? _____ In this State? _____

Social Security #: _____ Are you eligible for employment in the US? _____

Are you at least 18 years of age? _____

Position desired: _____ Salary Desired: _____

What if any other Position would you require? _____

Have you applied at this company before? _____ If so, When? _____

Name of relatives or friends employed at JMI or Xtreme Machine? _____

Would you work any shift other than the day shift including nights and weekends? _____

What date could you be available for work? _____

Educational Information: PLEASE PRINT

School	Name & Address	Major Courses	Years Attended	Last year completed	Did you graduate
Elementary					
High					
College					
Technical					
Other?					

Scholastic Standing in High School: _____

Scholastic Standing in College: _____

What Honors did you receive in High School? _____

Percent of College credits earned? _____ If you didn't graduate, Why? _____

What plans do you have to further your education if any: _____

Extra Curricular Activities: PLEASE PRINT

High School: _____

College: _____

Other: _____

Offices Held: _____

Have you served in the Military? _____ If so, what branch? _____

Dates of service: from: _____ to: _____ Rank: _____

list duties in the service including special training and schooling _____

Employment History: PLEASE PRINT

Begin with present or most recent place of employment

1.) Employer: _____

Address: _____ City: _____ State: _____

Dates of service: From _____ To _____ Position: _____

Main Duties: _____

Salary: _____ Reason for leaving: _____

Supervisors name: _____

2.) Employer: _____

Address: _____ City: _____ State: _____

Dates of service: From _____ To _____ Position: _____

Main Duties: _____

Salary: _____ Reason for leaving: _____

Supervisors name: _____

3.) Employer: _____

Address: _____ City: _____ State: _____

Dates of service: From _____ To _____ Position: _____

Main Duties: _____

Salary: _____ Reason for leaving: _____

Supervisors name: _____

May we contact your prior employers? _____ If not, please explain: _____

General Information: PLEASE PRINT

List your hobbies and other interests: _____

List any special skills you have, or anything which you feel should be given consideration that has not been covered in this application: _____

In case of emergency, notify: _____ Relationship: _____
Street address: _____ City _____ State _____

Information Verification: PLEASE READ & SIGN

I agree that any false statement or omission in this application shall be cause for rejection or dismissal. I hereby authorize JMI to investigate any of the information included in this application and I release from liability those supplying such information. The use of this application does not indicate there are positions open and does not in any way obligate JMI to provide employment. I understand that should I be employed, my employment is not for any definite period or succession of periods and is considered an "AT WILL" arrangement. This means I am free to terminate my employment at any time and for any reason, as is JMI.

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Starting Date: _____ Job Title: _____
Department: _____ Supervisor: _____
Hourly Rate: _____ Group: _____ Payroll #: _____
Employment agreement: _____ Employee #: _____