



**COMPUTECH MANUFACTURING COMPANY, INC.**

*a subsidiary of Melton Machine & Control Company  
851 Vossbrink Dr., Washington, Mo. 63090 • (636) 231-6700*

**APPLICATION FOR EMPLOYMENT**

*(Pre-Employment Questionnaire)*

*(An Equal Opportunity Employer)*

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

**(PLEASE PRINT)**

DATE \_\_\_\_\_

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Telephone Number(s)</b>		<b>Social Security Number</b>	

<b>Position(s) Applied For</b>
<b>How Did You Learn About Us?</b>
<input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____

I understand and agree that I will be required to take a physical examination and drug screening test as a condition of hiring or continued employment. I agree to consent to take such test(s) at such time as designated by the Company and to release the Company, its directors, officers, agents or employees from any claim arising in connection with the use of such test(s).  Yes \_\_\_\_\_ (Initial)

- Are you 18 years or older?  Yes     No
- Have you ever filed an application with us before?  Yes     No  
If Yes, Give Date \_\_\_\_\_
- 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? Give Date \_\_\_\_\_
- Are you available to work:  Full Time     Part Time     Shift Work     Temporary
- Are you currently on "lay-off" status and subject to recall?  Yes     No
- Can you travel if a job requires it?  Yes     No
- Have you been convicted of a felony or misdemeanor within the last 7 years?  Yes     No  
*Conviction will not necessarily disqualify an applicant from employment.*

If Yes, please explain \_\_\_\_\_

## MILITARY SERVICE RECORD

Branch of Service _____	Discharge Date _____	Rank _____
Present Membership in National Guard or Reserves _____		Date Obligation Ends _____

### INDICATE ANY FOREIGN LANGUAGES YOU CAN SPEAK, READ AND / OR WRITE

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

### EDUCATION

	NAME & ADDRESS OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DIPLOMA DEGREE
ELEMENTARY SCHOOL				
HIGH SCHOOL				
UNDERGRADUATE COLLEGE				
GRADUATE PROFESSIONAL				
OTHER (SPECIFY)				

### SPECIALIZED SKILLS    Check Skills/Equipment Operated

Office Equipment / Computers / Software (list):  _____ _____ _____ _____	Production/Mobile Machinery (list):  _____ _____ _____ _____	Other (list):  _____ _____ _____ _____
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**Describe any specialized training, apprenticeship, skills and extra-curricular activities.**


**List professional, trade, business or civic activities and offices held.**

*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.*


**Other Qualifications**

*Summarize special job-related skills and qualifications acquired from employment or other experience.*


**EMPLOYMENT EXPERIENCE**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

<b>Employer</b>		<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
<b>Address</b>				
<b>Telephone Number(s)</b>		<b>Hourly Rate / Salary</b>		
		<b>Starting</b>	<b>Final</b>	
<b>Job Title</b>	<b>Supervisor</b>			
<b>Reason for Leaving</b>				
<b>Employer</b>		<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
<b>Address</b>				
<b>Telephone Number(s)</b>		<b>Hourly Rate / Salary</b>		
		<b>Starting</b>	<b>Final</b>	
<b>Job Title</b>	<b>Supervisor</b>			
<b>Reason for Leaving</b>				
<b>Employer</b>		<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
<b>Address</b>				
<b>Telephone Number(s)</b>		<b>Hourly Rate / Salary</b>		
		<b>Starting</b>	<b>Final</b>	
<b>Job Title</b>	<b>Supervisor</b>			
<b>Reason for Leaving</b>				

**REFERENCES**

<b>1.</b>		
	(Name)	(Phone)
	(Address)	
<b>2.</b>		
	(Name)	(Phone)
	(Address)	
<b>3.</b>		
	(Name)	(Phone)
	(Address)	

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


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 60 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Computech Manufacturing Company is of an "at will" nature, which means that the Employee may resign at any time and Computech Manufacturing Company may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized officer of Computech Manufacturing Company.

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 Computech Manufacturing Company.

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

\_\_\_\_\_  
**Date**

