

Online or by hand, complete an application for employment **thoroughly, accurately, and neatly.**

Employers use job applications for a variety of reasons. Some use them as a way to obtain the same information from all applicants, including information you wouldn't normally put on a resume. Some use them as a screening tool to decide whom to call for an interview. Some use it as a human resources tool for collecting information, in which case they will ask you to complete it after you've been asked to come in for an interview.

Many employers have online applications and even provide onsite kiosks or computers for application completion. Make sure to slowly study an online application before beginning — and then, proceed as carefully as possible. Some fields may limit the number of characters, too. Regardless of the reason an employer asks you to complete an application, treat it as a legal document that must be completed honestly and truthfully, to the best of your knowledge. When filling out a job application, you want your application to stand out from the rest.

The employer will judge you based on how the application is completed — so, take the time to do it right the first time.

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Filling out applications should not be stressful. Use the following tips to make it a comfortable experience:

### Be Prepared

Have all the information you need with you. If you have a resume, that's a good start, but most applications ask for your previous employer(s) and education information. Do your homework before you get to the employer. It's a good idea to compile a "master" application (with all the information you may need) for use as an immediate reference when you fill out an application. This master application would include items such as:

- Education and attendance/graduation dates
- Work experience, dates of employment
- Personal info not commonly carried (SSN, passport info, work visa, driver's license, etc.)
- References with job titles and phone numbers
- Previous address (security paperwork)

### Read the Directions Carefully

Carefully read each section of the application. If you are completing a paper application, read the entire application before you begin. Avoid referring to your resume by writing "See Resume" on any section of your application. The employer usually has firm and significant reasons for asking you to complete an application regardless of your resume's information.

### Complete the Application as the Instructions State

Follow directions — even if you think you have a better way. This is an opportunity to show a potential employer that you pay attention when given instructions.

### Review Your Social Media Profile

If you are applying for jobs online, make sure you have a positive online presence. Many employers will look you up online to verify the claims in your application. You should check your social media privacy settings to ensure employers can't access any information you would rather they didn't see.

### Triple-check your content for spelling, content, and grammar mistakes

Review your application before you submit it. Remember that first impressions count, so make the best one you can when you apply.

### Have References Readily Available

Have all names, addresses, phone numbers and e-mails of professional and personal references on hand to list on the spot, if requested.

**QUALITY METAL FINISHING CO.**  
APPLICATION FOR EMPLOYMENT

**PERSONAL**

LAST NAME		FIRST NAME			MIDDLE NAME
PRESENT ADDRESS	CITY	STATE	ZIP CODE		
ANY OTHER NAME USED	HOME PHONE	CELL PHONE		WORK PHONE	
ARE YOU 18 YEARS OF AGE OR OLDER?					YES NO
ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S.?					YES NO
HAVE YOU EVER FILED AN APPLICATION WITH QUALITY METAL FINISHING CO. BEFORE?					YES NO
IF YES, GIVE DATE (S) _____					
ARE ANY OF YOUR RELATIVES EMPLOYED BY QUALITY METAL FINISHING CO.?					YES NO
IF YES, GIVE NAME(S) AND RELATIONSHIP _____					
COMPLETE ONLY IF DRIVING IS A JOB REQUIREMENT: DO YOU HAVE A VALID DRIVERS LICENSE?					YES NO
LICENSE NUMBER: _____ STATE: _____					

Name: \_\_\_\_\_

**EMPLOYMENT INFORMATION**

POSITION APPLIED FOR	DATE AVAILABLE	SALARY REQUIREMENT
HOW DID YOU LEARN ABOUT QUALITY METAL FINISHING CO.?		WILL YOU WORK OVERTIME? YES NO
HAVE YOU PREVIOUSLY WORKED FOR QUALITY METAL FINISHING CO.?	YES NO	TYPE OF WORK : FULL-TIME PART-TIME SEASONAL
IF YES, PLEASE GIVE DATES & DETAILS _____		
ARE YOU CAPABLE OF PERFORMING THE ESSENTIAL JOB FUNCTIONS OF THE POSITION FOR WHICH YOU ARE APPLYING?	YES NO	

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

**EDUCATION AND SKILLS**

	SCHOOL NAME AND LOCATION	COURSE OF STUDY	LAST YEAR COMPLETED				DID YOU GRADUATE?	LIST DIPLOMA OR DEGREE
			1	2	3	4		
HIGH SCHOOL							YES NO	
							YES NO	
COLLEGE							YES NO	
							YES NO	
GRAD/TECH SCHOOL							YES NO	
							YES NO	

PROFESSIONAL LICENSES, CERTIFICATIONS OR MEMBERSHIPS:
OTHER COURSES OR TRAINING:

**PRODUCTION SKILLS**

PLEASE READ THE FOLLOWING EVALUATION CAREFULLY AND ENTER THE MOST APPROPRIATE NUMBER IN THE SPACE PROVIDED NEXT TO EACH ITEM.

4=HIGHLY SKILLED AND EXPERIENCED, 3=SKILLED AND EXPERIENCED, 2=LIMITED SKILL AND/OR EXPERIENCE, 1=FORMAL TRAINING BUT NO HANDS ON EXPERIENCE, LEAVE BLANK IF UNSKILLED OR NO EXPERIENCE. AT ALL

_____ ASSEMBLY	_____ INSPECTION	_____ PLATING
_____ BUFFING	_____ LABORER	_____ PUNCH PRESS
_____ DEBURRING	_____ MACHINE ASSEMBLY	_____ QUALITY ASSURANCE
_____ DIE CASTING	_____ MACHINING	_____ SET-UP MACHINES
_____ DRILL PRESS	_____ MAINTENANCE	_____ SUPERVISOR
_____ FABRICATOR	_____ PACKAGING	_____ TOOL & DIE
_____ FURNACE OPERATOR	_____ PLASTIC INJECTING	_____ WELDING

**EMPLOYMENT HISTORY**

Please give accurate, complete full-time and part-time employment record including any military service. Start with present or most recent employer. Include at least three (3) years history. Insert resume, if available, after completing this section.

COMPANY NAME	FROM (MO/YR)	TO (MO/YR)	STARTING SALARY	ENDING SALARY
ADDRESS	LAST POSITION HELD		SUPERVISOR	
CITY, STATE, ZIP	DESCRIBE WORK AND RESPONSIBILITIES			
PHONE NUMBER				
TYPE OF BUSINESS	REASON FOR LEAVING		MAY WE CONTACT? YES NO	

COMPANY NAME	FROM (MO/YR)	TO (MO/YR)	STARTING SALARY	ENDING SALARY
ADDRESS	LAST POSITION HELD		SUPERVISOR	
CITY, STATE, ZIP	DESCRIBE WORK AND RESPONSIBILITIES			
PHONE NUMBER				
TYPE OF BUSINESS	REASON FOR LEAVING			

COMPANY NAME	FROM (MO/YR)	TO (MO/YR)	STARTING SALARY	ENDING SALARY
ADDRESS	LAST POSITION HELD		SUPERVISOR	
CITY, STATE, ZIP	DESCRIBE WORK AND RESPONSIBILITIES			
PHONE NUMBER				
TYPE OF BUSINESS	REASON FOR LEAVING			

**Please identify and explain any gaps in employment longer than three (3) months.**

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**PROFESSIONAL REFERENCES**

**List three (3) professional/business references that we may contact. Do not list personal references.**

NAME	ADDRESS	RELATIONSHIP	YRS. KNOWN	PHONE NUMBER
1.				
2.				
3.				

I hereby authorize the person(s) named, or listed, on my application and /or resume (or any other persons who can verify such information) to discuss and verify the information that I have provided to Quality Metal Finishing Co. I give my consent for all contacted persons, including my former employer(s), to provide information (including transcripts, grades and similar information) concerning my resume and /or application for employment. I hereby release such person(s) from liability for discussing or providing this information to Quality Metal Finishing Co., its employees, agents or representatives.

I hereby certify that all statements in this application are true and correct to the best of my knowledge and understand that falsification of any information shall be grounds for termination of employment. I also give the Quality Metal Finishing Co. permission to verify education credentials/degrees and to contact references/previous employers to obtain work performance information. I understand that all offers of employment are conditional, subject to the receipt of satisfactory references and/or medical examination which may include drug testing. I further understand my employment will be employment-at-will. My employment and compensation can be terminated with or without cause or notice at anytime by Quality Metal Finishing Co. or me. I understand that no Quality Metal Finishing Co. client, nor any employee or company representative has authority to enter into an agreement for employment for a specified period of time or make agreement contrary to employment-at-will status, except the Quality Metal Finishing Co. president, senior vice president, or general counsel, which agreement must be in writing.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**QUALITY METAL FINISHING CO. IS AN EQUAL OPPORTUNITY EMPLOYER**