

Employment Application



DAUGHERTY TOOL and DIE, Inc.
 325 Industry Road
 Buena Vista, PA
 USA
 15018
 Phone: 412-754-0200
 Fax: 412-754-0208

Date:

Personal Information

First Name:
 Last Name:
 Address:
 State:
 SS Number:

City:
 Zip Code:

Home Phone (with Area Code): Cell Phone (with Area Code):
 E-mail Address: Preferred Contact Method: Home Phone Cell Phone E-mail

Are You 18 Years or Older? Yes No

If you have had other permanent addresses over the last 5 years other than your current one above please provide them below (listing your most recent addresses first):

Address	City	State	Zip Code	From Date	To Date

Employment Desired

Position Applied for: Salary Desired:
 When available to begin work? Full-Time Part-Time Full or Part-Time
 How did you hear about us?
 Have you ever applied for employment at Daugherty? Yes No When:

Education

Type of School	Name of School and Location	Year Started	Year Ended	No. Years Completed	Did You Graduate	Subject Studied or Degree
High School						
College Bus. or Trade School						
Professional School						
Other						

General

US Military or Naval Service: Rank:
 Present Membership in National Guard or Reserves:

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Employment History (starting with present list last 4):

1.

Name of Employer:

Name of Last Supervisor:

Dates of Employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone (with Area Code):

Last Job Title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May We Contact This Employer:

Yes No

2.

Name of Employer:

Name of Last Supervisor:

Dates of Employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone (with Area Code):

Last Job Title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May We Contact This Employer:

Yes No

3.

Name of Employer:

Name of Last Supervisor:

Dates of Employment:

From: To:

Salary:

From: To:

Complete Address:

Phone (with Area Code):

Last Job Title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May We Contact This Employer: Yes No

4.

Name of Employer:

Name of Last Supervisor:

Dates of Employment:

From: To:

Salary:

From: To:

Complete Address:

Phone (with Area Code):

Last Job Title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May We Contact This Employer: Yes No

REFERENCES (list 3 references other than relatives and previous employers):

Name:			
Position:			
Company:			
Phone:			
Relationship:			
Yrs. Acquainted:			

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:

If hired can you submit documentation verifying your identity and your legal right to work in the U.S.? Yes No

I understand that Daugherty Tool and Die, Inc. has a commitment to maintain an alcohol/drug-free workplace and that Daugherty Tool and Die, Inc., unless prohibited by state law, requires a drug screening test as a part of its selection and hiring process. I understand that such drug screening will consist of the testing of a urine sample or other medically recognized test designed to detect traceable amounts of a controlled substance in my body. If it is determined that my specimen contains a prohibited controlled substance or was altered or substituted, I will be disqualified from consideration for employment and any offer of employment will be withdrawn. I further understand and agree that if I am employed, I may be required to submit to alcohol/drug-testing under certain circumstances during my employment.

I Agree I Disagree

By submitting this application I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed by Daugherty, later discovered falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information that they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. If you have elected to disallow contact to a former employer, Daugherty will not contact them.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice.