



Please Print

Please complete the entire form

Employment Application

Deliver or Send to:

Burchett Quality Tool Ltd.
5271 Wynn Rd.
Kalamazoo, MI 49048

Equal access to programs, services and employment is to available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.

Position(s) applied for _____ Date of application ____ / ____ / ____

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Telephone #: (____) _____ Mobile/Other Phone #: (____) _____ Social Security #: _____

If you are under 18, and it is required, can you furnish a work permit?..... Yes No

If no, please explain: _____

Have you even been employed here before?..... Yes No

Are you legally eligible for employment in this country?..... Yes No

Date available to work..... ____ / ____ / ____

Type of employment desired: Full-time Part-time Temporary Seasonal Educational Co-op

Are you able to meet the attendance requirements for this position?..... Yes No

Have you been convicted of a crime in the last seven (7) years?..... Yes No

If yes, please explain: _____

Conviction will not necessarily be a bar to employment, each instance and explanation will be considered in relation to the position for which you are applying

Driver's license number if driving is an essential job function: _____ State: _____

Skills and Qualifications

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-relation functions in the position for which you are applying. _____

Education Background If job related

Name and Location	Years Completed	Did you Graduate? If yes, what year?		Course of Study
High school				
College		Major	Degree	
Other				



Employment History

Provide the following information for your past four (4) employers, assignments or volunteer activities, starting with the most recent.

From	To	Employer	Telephone
Job Title		Address	
Immediate Supervisor and Title		Summarize the Nature of Work Performed and Job Responsibilities	
Reason for Leaving		Hourly Rate/ Salary	
		Start \$: _____ Per: _____ Final \$: _____ Per: _____	
From	To	Employer	Telephone
Job Title		Address	
Immediate Supervisor and Title		Summarize the Nature of Work Performed and Job Responsibilities	
Reason for Leaving		Hourly Rate/ Salary	
		Start \$: _____ Per: _____ Final \$: _____ Per: _____	
From	To	Employer	Telephone
Job Title		Address	
Immediate Supervisor and Title		Summarize the Nature of Work Performed and Job Responsibilities	
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		Start \$: _____ Per: _____ Final \$: _____ Per: _____	
From	To	Employer	Telephone
Job Title		Address	
Immediate Supervisor and Title		Summarize the Nature of Work Performed and Job Responsibilities	
Reason for Leaving		Hourly Rate/ Salary	
		Start \$: _____ Per: _____ Final \$: _____ Per: _____	



References

Name	Telephone	Years Known
	()	
	()	
	()	

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employers service whenever discovered.

I give the employer the right to contact or obtain information from all references, employers, education institutions and to otherwise verify the accuracy of the information contained in this application I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons. Corporations or organizations for furnishing such information.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local State or Federal Law.

This application is currently for only 60 days at the conclusion of this time. If I have no heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at anytime, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration, I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is this company's policy not to refuse hire a qualified individual with a disability because of that persons need for reasonable accommodation as required by the ADA .

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: _____ Date: ____ / ____ / ____



Burchett Quality Tool Ltd.

Authorization for Release of Employment Information

I have made application for employment with Burchett Quality Tool Ltd and desire that they be fully informed as to my previous employment and/or academic records. I hereby authorize any former employer and school consulting official to release to Burchett Quality Tool Ltd any information contained in my employment and/or school records upon request. I specifically waive prior or subsequent written notice of disclosure of records information including disciplinary reports, letters of reprimand or other disciplinary action. I also release my former employers and schools from all claimed liability arising out of such response and disclosure.

Print Name

Social Security Number

Applicant Signature

Date

May we Contact your Present/Past Employer for a References?

Yes _____

No _____