

## EMPLOYMENT APPLICATION

Cleary Machine Company, Inc. is an Equal Opportunity Employer. Race, color, religion, age, sex, disability, marital or veteran status, place of national origin and other categories protected by law are not factors in employment, promotion, compensation or working conditions.

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

### Applicant Information

Please Print

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

Address: \_\_\_\_\_

City/State: Zip Code: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Do you have the legal right to work in the United States? \_\_\_\_\_

Are you at least eighteen years of age? \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_ State/License #: \_\_\_\_\_

Have you ever applied to, or worked for CMCO before? \_\_\_\_\_

If yes, when? \_\_\_\_\_

Do you have any friends or relatives working for CMCO? \_\_\_\_\_

If yes, state name and relationship: \_\_\_\_\_

How did you hear about us/this opening? \_\_\_\_\_

State briefly why you would like to work for Cleary Machine Co., Inc.: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you ever pled guilty or no contest to, or been convicted of a felony? \_\_\_\_\_

*(NOTE: Criminal convictions are not an absolute bar to employment. They will only be considered in relation to specific job requirements.)*

If yes, give details, including jurisdiction (state and county) where such conviction occurred.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### General Information About Employment Desired

Position you are applying for? \_\_\_\_\_

Full-time or part-time? \_\_\_\_\_

Are you available to work nights? \_\_\_\_\_

Are you available to work overtime? \_\_\_\_\_

If hired, on what date could you start work? \_\_\_\_\_

Hourly rate of pay or annual salary desired: \_\_\_\_\_

Education and Training (include on-the-job training):

	School/Location	Course of Study	# of Years Attended	Degree
High School				
Community College				
Trade School				
College/University				
Seminars/Other				

### Special Skills

Do you have any experience, training, qualifications or skills which you feel make you especially suited for work at CMCO? If so, explain in detail below:

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Professional Society Memberships relevant to the position you are applying for: \_\_\_\_\_

Computer skills	Dates Used	Level of proficiency
Hardware: _____		
Software: _____		

Use the space below to summarize other relevant experience, skills and background:

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### Employment History:

List all previous employers starting with your present or most recent position below:

<b>Name of Company:</b> _____				
Name of Supervisor: _____				
Address: _____				
Street	City	State	Zip Code	
Telephone Number: ( ) _____				
Position and Duties: _____				
Dates of Employment: _____				
Starting Rate of Pay: _____ Ending Rate of Pay: _____				
Reason for Leaving: _____				

<b>Name of Company:</b> _____			
Name of Supervisor: _____			
Address: _____			
Street	City	State	Zip Code
Telephone Number: ( ) _____			
Position and Duties: _____			
Dates of Employment: _____			
Starting Rate of Pay: _____ Ending Rate of Pay: _____			
Reason for Leaving: _____			
<b>Name of Company:</b> _____			
Name of Supervisor: _____			
Address: _____			
Street	City	State	Zip Code
Telephone Number: ( ) _____			
Position and Duties: _____			
Dates of Employment: _____			
Starting Rate of Pay: _____ Ending Rate of Pay: _____			
Reason for Leaving: _____			
<b>Name of Company:</b> _____			
Name of Supervisor: _____			
Address: _____			
Street	City	State	Zip Code
Telephone Number: ( ) _____			
Position and Duties: _____			
Dates of Employment: _____			
Starting Rate of Pay: _____ Ending Rate of Pay: _____			
Reason for Leaving: _____			

**Please Read and Initial Each Paragraph Below (if there is any part of this page you do not understand, please ask the interviewer about it before signing).**

I hereby authorize Cleary Machine Co., Inc. to thoroughly investigate my references, work records, education and other matters related to my suitability for employment and, further, authorize my current and former employers to disclose to the company any and all letters, reports and other information pertaining to my employment with them, without giving me prior notice of such disclosure. In addition, I hereby release Cleary Machine Co., Inc. my current and former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

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I understand that if offered employment, the offer may be contingent on my passing a pre-employment alcohol and drug screen and a pre-employment physical. By signing this application, I voluntarily agree to submit to a pre-employment alcohol/drug screen and pre-employment physical upon request. I understand that failure to pass the alcohol/drug screen and/or physical will result in withdrawal of the employment offer.

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If hired, I also agree to submit to alcohol or drug testing as a condition of employment. I agree that Cleary Machine Co., Inc. may conduct alcohol or drug screening at its sole discretion with or without notice. I also understand that refusal to submit to an alcohol/drug screen will be considered a voluntary resignation of employment.

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I understand that nothing contained in the application or conveyed to me during any interview which may be granted is intended to create an employment contract, implied or explicit, between me and Cleary Machine Co., Inc. In addition, I understand and agree that if I am employed, my employment relationship with Cleary Machine Co., Inc. is strictly voluntary and at our mutual will. I understand that if employed, my employment is for no definite period and may be terminated at any time, with or without prior notice, with or without cause or reason, at the option of either myself or Cleary Machine Co., Inc., and that no promises or representations contrary to the foregoing are binding on Cleary Machine Co., Inc. unless made in writing and signed jointly by the President/CEO and myself.

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I understand and agree that any future changes in my title, duties, compensation, working conditions, and/or Cleary Machine Co., Inc. benefits, policies and procedures will not alter our at-will and arbitration agreements.

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I understand that if offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States upon beginning work.

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If the position applied for requires driving in the course of work, I understand that I will be required to possess a current and valid Ohio driver's license and understand that I will be required to provide a copy of my official driving record and proof of insurance. I also understand that any offer of employment is contingent on my ability to be covered by Cleary Machine Co., Inc. auto insurance, if required for my position.

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I hereby certify that I have not withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct. Unless otherwise stated, I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement on this application or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

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My signature below certifies that I have read and understand this complete page, and agree to the terms and conditions outlined in this document.

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Applicant's Signature

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Date