



Application for Employment
 Answer all questions completely and accurately.
 Type N/A if a question is not applicable to you.
 Attach extra pages as needed. Falsification of this
 form will result in your rejection or dismissal
 from employment.

911 North Second Street
 Coldwater, OH 45828-8736
 Phone: 419-678-4877
 Fax: 419-678-3565
 Email: info@coldwatermachine.com
 Website: Coldwatermachine.com

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>		
Present street address		Home telephone number	Between what hours may you be reached at this number?	
City	State	Zip code	County	How long at this address? _____ Yrs. _____ Mths.
Last previous address: Street		City	State	Zip code
				How long at this address? _____ Yrs. _____ Mths.
What position are you applying for? _____		Type of Employment (Check one): Full time part time intern/co-op		What is the wage rate you will accept? (\$_____ Per hour; \$_____ Per week; \$_____ Per month)
List name and relationship of direct relatives currently employed by Coldwater Machine Company. (Direct relatives are considered as: Parents, Children, Spouse, Brothers, Sisters, Half-brothers, Half-sisters and grandparents. These relatives are also considered direct if they become relatives through a legal adoption.				
Since the age of 16, have you ever been known by any other name other than the name listed on the first part of this application? (Check one) Yes No If yes, give name and period used:				
Have you ever applied here before? (Check one) Yes No If yes, please indicate date: _____ Have you ever interviewed here before? (Check one) Yes No If yes, please indicate date: _____				
Referred to C.M.C. by _____				

Personal references (name of persons- not relatives- who can provide work and/or character references)	Phone number	Years known	Occupation/Relationship
Name & address			
Name & address	Phone number	Years known	Occupation/Relationship

EDUCATION AND TRAINING (Include all schools attended, even if only for a short time)

Name of School / College / Institution	Location (City, State & Zip)	Type of Degree / Major Concentration	Did you graduate? If No, Years Completed
High School			____ Yes ____ No
GED Certification			____ Yes ____ No
Trade School/Technical School/Associate Degree			____ Yes ____ No
College/University			____ Yes ____ No
College/University			____ Yes ____ No
College/University			____ Yes ____ No

EMPLOYMENT RECORD - Begin with current or most recent employer. Account for all time since completion of school.

Employer	Address (Number, Street, City, State and Zip)	Telephone Number	Position / Title
Describe duties and hours worked per week.			
Dates Employed (Mo/Yr) From: To:	Base Pay \$ Per	Avg O.T. Hours wk	Bonus, Etc.
		Name/Title of Supervisor	Describe Reason for Leaving (Check one) 100% My decision 100% company decision laid off other : _____
Employer	Address (Number, Street, City, State and Zip)	Telephone Number	Position / Title
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Please continue application on page 2 & 3...

JOB SPECIFIC QUESTIONNAIRE

What qualifications, experience and strengths do you hold that would make you successful in this position *(please be specific)*:

List your weaknesses and/or areas for improvement you recognize that are applicable to the position applied for: *(please be specific)*:

What are your career objectives in the next 1, 3, and 5 years? *(please be specific)*:

ADDITIONAL INFORMATION

List skills: Typing speed, shorthand, Microsoft office equipment, other generic office equipment, computers/software programs, engineering software programs:

List any specific manufacturing machinery you can operate and any special professional licenses that you hold along with the expiration date (i.e. forklift license, train-the-trainer, CPA, SPHR):

Please list any training courses you have taken (including OSHA 10, forklift, crane hoist, safety, professional development, leadership courses/seminars, etc.):

Please present any additional information concerning your work objective, interest and experience which will be helpful in evaluating your qualifications. Include business / professional organizations, honors, leadership examples, etc. You are not required to divulge any information which discloses race, national origin, color, religion, citizenship, military status, age, sex, pregnancy, physical or mental disability, union involvement or membership in any other protected class.

Please state why you want to work for Coldwater Machine Company and how you would be of value to this Company:
