

AT-WILL EMPLOYMENT APPLICATION (LONG FORM)

Application for At-Will Employment

An Equal Opportunity Employer

Smith Brothers Pushrods

2895 SW 13th St.

Redmond, OR 97756

541-388-8188

Review the entire application before you begin. Legibility, accuracy, organization and completeness are important. Individuals who need an accommodation during the application process should request this immediately so necessary arrangements can be made. Your responses on this form will help us learn about your experience, abilities, and interests. Please answer each question as thoroughly as possible. We will review your qualifications and will make our decision based solely on merit. The information you provide here will be used only for processing your employment application and in response to legal obligations we may have.

PERSONAL INFORMATION

Name: Last	First	Middle Initial
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Permanent Address: Street	City	State	Zip
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Telephone: Day	Evening	Telephone: Emergency
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JOB INFORMATION

Title of Position You are Applying For:

Minimum Pay Requirement:

☐ Month ☐ Week ☐ Hour

Type of Employment: ☐ Regular ☐ Part-Time ☐ Temporary ☐ Summer

Have you ever worked for Company before? If yes, when?

In what job(s)/position(s):

When are you available to begin work?

What shifts are you available to work? ☐ Day ☐ Evening ☐ Nights ☐ Weekends

Are you available to work overtime? ☐ Yes ☐ No

Are you able to work legally in the U.S.? ☐ Yes ☐ No

If you are given a job offer, can you produce legal documentation to prove you are who you claim to be and that you have the legal right to work in this country? ☐ Yes ☐ No

As a condition of employment, you will be required to produce original documents establishing your identity and authorization to work and to complete the Employment Eligibility Verification I-9 Form.

EDUCATION & TRAINING INFORMATION				
Level	Name & Location	Number of Years Completed	Did you graduate? If so, degree and major?	Certification
High School				
College				
College				
Grad School				
Business, Technical, or other training				
We may require you to provide official sealed copies of your school transcripts. We may also call your schools to confirm all information you enter on this application.				
SPECIAL SKILLS				
Please summarize any special job-related skills and qualifications you have including licenses, certifications, specific technical skills or equipment operating skills.				

This section must be completed entirely. List all work experience, paid or unpaid, beginning with your most recent job. Include volunteer or other jobs you wish to be considered as qualifications for the job you are seeking. If more space is needed, add additional pages.

EMPLOYMENT HISTORY

Former Employer A:

Address:

Telephone:

Your Title:

May We Contact: ☐ Yes ☐ No

Name of Supervisor:

Describe your duties and responsibilities:

Employed From:^{Date}

Employed To:^{Date}

Reason for leaving:

Former Employer B:

Address:

Telephone:

Your Title:

May We Contact: ☐ Yes ☐ No

Name of Supervisor:

Describe your duties and responsibilities:

Employed From:^{Date}

Employed To:^{Date}

Reason for leaving:

Former Employer C:

Address:

Telephone:

Your Title:

May We Contact: ☐ Yes ☐ No

Name of Supervisor:

Describe your duties and responsibilities:

Employed From:^{Date}

Employed To:^{Date}

Reason for leaving:

Former Employer D:

Address:

Telephone:

Your Title:

May We Contact: ☐ Yes ☐ No

Name of Supervisor:

Describe your duties and responsibilities:

Employed From:^{Date}

Employed To:^{Date}

Reason for leaving:

RELEASE FOR REFERENCE CHECKING

There is a component to this application form (Pre-Employment Statement, below), which you must sign if you wish Company to process your application further. In part, it gives your former employers authorization to release detailed information about your employment with them. It also releases them from any liability for disclosing that information to us during the course of our reference checking process. You may refuse to sign the release and pre-employment statement if you wish. If you do not sign the pre-employment statement, Company will not consider you for employment with our company. This is a requirement if you wish to be considered for a job with Company.

EMPLOYMENT RELATIONSHIP

We maintain an “at-will” relationship with our employees. That means if you become an employee, you will have the right to resign your position at any time with or without notice and with or without cause. It also means that the company has the right to end your employment at any time with or without notice and with or without cause. At-will relationships continue for as long as both parties wish them to continue. If you are hired, you will not have a contract for employment. You will not be guaranteed employment for any amount of time. Only a written agreement from the Company President can change your at-will status with Company.

ADDITIONAL INFORMATION

Please write in the space below any additional information which you believe would help us assess your candidacy for employment. Please write job-related information only.

REFERENCES

Give below the names of three persons not related to you, whom you have known at least one year.

Name	Business	Yrs. Known	Phone #

PREEMPLOYMENT STATEMENT

Please read the following statement carefully and sign your agreement on the line provided.

I understand and agree that:

- The information I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of fact in my application, resume, or any other materials, or during any interviews, can be reason for Company not to hire me, or if Company employs me, for dismissal from employment.

- Any offer of employment I may receive from the Company is contingent upon my successful completion of the company's pre employment screening process, including the company's receiving references that it considers satisfactory, and my satisfactory completion of any post-offer pre employment medical examination that the company may require. I also agree, if employed, to submit to a medical examination at any time at the company's request. I hereby consent to having the results of any post-offer pre employment or postemployment medical exams I may be required to take disclosed to Company.
- I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for drugs. I also understand and agree that, if employed, I may be required to submit to an alcohol or drug testing under Company's policies. I hereby consent to having the results of any such alcohol or drug testing I may be required to undergo disclosed to Company.
- I authorize and request that all of my present and former employers, schools, supervisors (as indicated above), and those individuals I have listed as personal references furnish information about my employment record, character, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, and I hereby release them from any and all liability for damages arising from furnishing the requested information and agree to hold all persons who provide information to Company harmless with respect to the information they may give, receive or publish.
- **In consideration of my employment, I agree to comply with Company's policies, rules, regulations, and procedures and understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option of either Company or myself, under our at-will employment relationship. I further understand that no manager, supervisor, or other representative of the company, other than the President, has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to my at-will relationship with the company. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and the President of Company.**

Signature of Job Applicant

Date