



12100 I-40 East
Amarillo, Texas 79118
Fax: 803-335-3949
Email: sales@excelmach.com

(For office Use Only)

Employment Application

INSTRUCTIONS: Please fill out the application completely even if you attach a resume. An incomplete application will affect your opportunity for employment. Please be aware that applications can only be accepted for current openings. Qualified applicants will receive equal consideration. No question is asked for the purpose of excluding any applicant on the basis of race, color, national origin, religion, age, sex, disability, or any other factor prohibited by law or regulation. Excel Machinery, Ltd. is an equal opportunity employer. This application will be considered active for no more than 180 days. At that time applicants will be required to reapply and complete a new application.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Referred by: _____

Date Available: _____ Desired Salary: \$ _____

Position Applying for: _____

Are you currently employed? YES ☐ NO ☐ If yes, may we contact your present employer? YES ☐ NO ☐

Have you ever applied to this company? YES ☐ NO ☐ If yes, when? _____

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Availability for Work

Type of Work: Full Time ☐ Part Time ☐ Temporary ☐

Will you work overtime during the work week if necessary? YES ☐ NO ☐

Will you work weekend overtime if necessary? YES ☐ NO ☐

Do you have any on-going or personal commitments that would affect your work schedule? YES ☐ NO ☐

If yes, please describe: _____

Do you have adequate transportation to work? YES ☐ NO ☐ Are you a veteran? YES ☐ NO ☐

Personal Information

If requested would you be willing to take a drug/alcohol screening exam as a condition of employment? YES ☐ NO ☐

Are you at least 18 years old? YES ☐ NO ☐

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever been disciplined or terminated? YES ☐ NO ☐

If yes, please explain: _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, please explain: _____

(Please note that a criminal record does not automatically bar employment.)

Education

High School: _____ City: _____ State: _____
From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ City: _____ State: _____
From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Graduate School: _____ City: _____ State: _____
From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other Education: _____ City: _____ State: _____
From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Licenses and Certification: _____

Other Skills: _____

Previous Employment

Please do not indicate "see resume"

Give a complete account of your employment, including salary history. Begin on the first line with your present or most recent position and work back. Please attach an additional sheet if necessary and include all periods of unemployment.

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES ☐ NO ☐

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____

Please list two personal references not related to you.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____

Other Information

Referral Source: Walk In: ☐ Employee: ☐ Relative: ☐ Advertisement: ☐ Other: ☐

Name your source: _____

Do you have any relatives working here? Please Name: _____

Disclaimers and Signature

(please read carefully)

- All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may result in rejection of my application or if employed, may result in subsequent dismissal.
- I hereby authorize all former employers, educational institutions, personal references and others identified, including their employees or representatives, to furnish or provide full and complete reports, documents or information to Excel Machinery, Ltd. or its representative concerning my prior educational and work histories, criminal and driving records, or other information I have provided. I waive, release, indemnify and hold harmless Excel Machinery, Ltd. or affiliate companies, employees and representatives and all other persons or entities from all liability and all claims of any nature whatsoever pertaining to the disclosure or use of information or written material as described above.
- I understand this is a preliminary application and not a contract to employ me. Furthermore, in the event I am employed, my employment shall be completely voluntary and may be terminated at will at any time by either myself or the company. I understand that any employment agreement to the contrary must be in writing and approved by the Company's Chief Operating Officer or President. If employed, I agree to comply with all rules of the company as a condition of continued employment.

Signature: _____ Date: _____

Office Use Only

Interview Date: _____ Interview Time: _____

Interviewed By: _____

Interview Notes: _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Job Offered: Yes ☐ No ☐

If yes, scheduled report date and time: _____