



APPLICATION FOR EMPLOYMENT

Position Applied for: _____

Date: _____

SOUTHERN MACHINE WORKS, INC. considers all applicants for employment without regard to race, color, religion, sex, national origin, age, or disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. This includes, but is not limited to, admissions, employment, financial aid, and educational services. In addition, SOUTHERN MACHINE WORKS, INC. complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. SOUTHERN MACHINE WORKS, INC. also provides "reasonable accommodations" to qualified individual with disabilities, in accordance with the Americans with Disabilities Act and applicable state and local laws.

Name

Social Security No.

Current Street Address

City

State

Zip Code

Telephone Number

E-mail Address

Other telephone number(s) where you can be reached

How did you hear about us/this opening?

Are you over the age of 18? Yes No If not, state your age: _____

Do you want to work? Full Time Part Time If part time, specify days and hours when you can work:

Do you want to work on a temporary basis? Yes No

If yes, state limitations on when you would be available to work:

Are you willing to work overtime as necessary? Yes No

Date you can begin work: _____ Salary desired: _____

Have you ever been employed by us? Yes No

Are you able to perform the essential functions of the position for which you have applied, with or without reasonable accommodation?

Yes No

Have you ever been convicted of a crime? Yes No

If yes, state nature of offense, when, where, and disposition of the case.*

*A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

Federal laws require that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, all offers of employment are subject to verification of each applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization upon employment.

Are you authorized to work for all employers in the United States on a full-time basis, or only for your current employer?

All employers Current employer only

State name(s) of any relative(s) in our employ and your relationship to them: _____

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Number of Years Completed	Did You Graduate?	Certificate, Diploma, or Degree Earned

MILITARY SERVICE RECORD

Have you ever served in the U.S. Armed Forces? Yes No

If yes, list any job-related duties in the Service, including special training that is relevant to the position for which you have applied.

SKILLS (that you believe are related to the job for which you are applying)

Job-related skills, experiences, or abilities that you feel especially qualify you to work with our company: _____

PRE-EMPLOYMENT STATEMENT

(Please read carefully and sign the statement below)

I understand and agree that:

1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification of refusal of employment, or if employed, termination from SOUTHERN MACHINE WORKS, INC.'s employ. I further certify that I, the undersigned applicant, have personally completed this application.
2. Any offer of employment I may receive from SOUTHERN MACHINE WORKS, INC. is contingent upon my successful completion of SOUTHERN MACHINE WORKS, INC.'s total pre-employment screening process, including the company's receipt of references that it considers satisfactory, and my satisfactory completion of any post-offer pre-employment medical examination that SOUTHERN MACHINE WORKS, INC. may require. I also agree, if employed, to submit to a medical examination at any time SOUTHERN MACHINE WORKS, INC.'s requests, in accordance with applicable law. I hereby consent to having the result of any post-offer pre-employment or post-employment medical exams I may be required to take disclosed to SOUTHERN MACHINE WORKS, INC.
3. I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed, I may be required to submit to an alcohol or drug screening at any time at the discretion of SOUTHERN MACHINE WORKS, INC. I hereby consent to having the results of any such alcohol or drug screening that I may be required to undergo disclosed to SOUTHERN MACHINE WORKS, INC.
4. I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment. I further authorize my present and former employers and those individuals I have listed as personal references to disclose to SOUTHERN MACHINE WORKS, INC. 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 SOUTHERN MACHINE WORKS, INC., my present and former employers and those individuals I have listed as personal references from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.
5. In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of SOUTHERN MACHINE WORKS, INC. and understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option of either SOUTHERN MACHINE WORKS, INC. or myself.
6. I understand that if offered employment, I will, as a condition of my employment, be required to submit proof of my identity and legal right to work in the United States on or before my first day of employment.
7. If the position for which I have applied required driving an automobile in the course of work, I understand that I will be required to possess a current and valid Oklahoma drivers' license and I understand that I may be required to provide a copy of my driving record and proof of insurance.
8. I have reviewed the essential job functions of the position applied for and hereby certify that I am able to do them with or without a reasonable accommodation.
9. I understand that the request for the information above will be used to acquaint SOUTHERN MACHINE WORKS, INC. with my qualifications for employment, and does not in any way constitute an offer of employment. I understand that nothing contained in this employment application or conveyed to me during any interview which may be granted is intended to create an employment contract, express or implied, between SOUTHERN MACHINE WORKS, INC. and me or to provide any other benefit. I further understand that no manager or representative of the company, other than the President, has any authority to enter into any agreement with me for employment with SOUTHERN MACHINE WORKS, INC., and that any such agreement, if any, shall be in writing, and signed by the President. I understand that employment with SOUTHERN MACHINE WORKS, INC. is **EMPLOYMENT-AT-WILL**. I agree that if I am employed by SOUTHERN MACHINE WORKS, INC., I will be an at-will employee, unless different terms are agreed to in writing by the President. I also understand and agree that as an at-will employee, I have the right to terminate my employment without cause and without notice at any time and SOUTHERN MACHINE WORKS, INC. also has the right to terminate my employment without cause and without notice at any time.

READ CAREFULLY BEFORE SIGNING BELOW

My signature below certifies that I have read and understand this Pre-Employment Statement, and agree to the terms and conditions outlined herein.

Printed Name of Applicant

Signature of Applicant

Date