

TEST SCORES	Math	_____
OFFICE	Machinist	_____
USE	Welder	_____
ONLY	Assembly	_____

APPLICATION FOR EMPLOYMENT

CARTER MACHINE CO., INC. is an Equal opportunity Employer, committed to employing individuals without regard to race, color, age, sex, marital status, veteran status, religion, creed, national origin, ancestry, or handicap.

(Please list your full name) _____ Date of Application _____

Name _____
First Name *Middle Name* *Last Name*

Current Address _____
 Street City State Zip Code

Phone # _____ Drivers License #. _____ State Issued _____

Previous _____
Addresses Street City State Zip Code From Yr. / To Yr.
(if any) _____
 Street City State Zip Code From Yr. / To Yr.
 Street City State Zip Code From Yr. / To Yr.

Are you at least 18 years old? Yes _____ No _____
If you are hired and you are under 18, can you furnish a work permit? Yes _____ No _____

GENERAL:
Have you ever applied to or been employed by our Company before? Yes _____ No _____
If yes, give dates: _____
Are you employed now? Yes _____ No _____
If yes, may we contact your present employer? Yes _____ No _____
If yes, person to contact: _____ Phone # _____

If we cannot inquire of your present employer, please explain why: _____

Are you on layoff and subject to recall? Yes _____ No _____
If employed, does your employment require you to continue working for your current employer, or restrict your activities after leaving your current employment, for any period of time?
Yes _____ No _____ If yes, until what date? _____

Are you prevented from becoming lawfully employed in this Country because of VISA or Immigration Status? Yes _____ No _____

(Proof of citizenship or immigration status is required by federal law upon employment.)

For what position(s) are you applying? _____

Are you physically and mentally capable of performing the essential duties of the position for which you are applying? Yes _____ No _____ If not, please explain: _____

Are you a veteran of the U. S. Military service? Yes _____ No _____
If yes, what branch? _____ Served from _____ to _____

Have you been convicted of a crime, other than a minor traffic violation, within the last ten (10) years? Yes _____ No _____ If yes, explain: _____

(A conviction record will not necessarily be a bar to your employment. Factors such as the age and type of offense, the seriousness and nature of the violation, and your rehabilitation will be taken into account.)

DATE YOU CAN START: _____ SALARY DESIRED: _____

EMPLOYMENT HISTORY: (List below your last four employers, beginning with your current or most recent employer.)

FROM _____ TO _____ COMPANY _____
ADDRESS _____ PHONE _____
POSITION _____ WAGE / SALARY _____
REASON FOR LEAVING _____

FROM _____ TO _____ COMPANY _____
ADDRESS _____ PHONE _____
POSITION _____ WAGE / SALARY _____
REASON FOR LEAVING _____

FROM _____ TO _____ COMPANY _____
ADDRESS _____ PHONE _____
POSITION _____ WAGE / SALARY _____
REASON FOR LEAVING _____

FROM _____ TO _____ COMPANY _____
ADDRESS _____ PHONE _____
POSITION _____ WAGE / SALARY _____
REASON FOR LEAVING _____

EDUCATION:

High School School Name _____
City / State _____
Did you graduate? _____ Subjects Studied _____

Trade, Business, or School Name _____
Technical School City / State _____
Did you graduate? _____ Subjects Studied _____
Attended from (Month/Year) _____ to (Month/Year) _____

College School Name _____
City / State _____
Did you graduate? _____ Subjects Studied _____
Attended from (Month/Year) _____ to (Month/Year) _____

Other Special Study _____ When? _____
or Research Work _____ When? _____
_____ When? _____

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

NAME	OCCUPATION	YEARS ACQUAINTED
1. _____	_____	_____
Address / Phone _____		
2. _____	_____	_____
Address / Phone _____		
3. _____	_____	_____
Address / Phone _____		

Please Read This Statement Carefully

I understand and agree that, if I am employed by Carter Machine Co., Inc., my employment is for no definite period of time and can be terminated, with or without cause or notice at any time, at the option of either Carter Machine Co., Inc., or myself. I understand that no representative of Carter Machine Co., Inc., other than an officer, has any authority to enter into any agreement for any employment for any specified period of time or to make any agreement with me contrary to the foregoing, except that an officer of Carter Machine Co., Inc. may do so in writing.

I further agree to take any lawful medical or honesty examination required by the Company upon receiving a conditional offer of employment by the Company, or, after I

am hired, as a condition of my continued employment. I agree that my refusal to take any such lawful examination may be cause for termination of my employment. I further understand that the company may require a pre-employment drug test for illegal substances, and that the Company will not hire any applicant who tests positive or refuses to consent to pre-employment drug testing. I further understand that an employee who tests positive for illegal drugs or alcohol usage during working hours or who refuses to consent to drug and alcohol testing is subject to discharge.

I authorize investigation of my credit, driving, criminal and employment history as required by the Company as a condition of my being hired, or, if I am hired, as a condition of my continued employment.

I release all persons or companies conducting any lawful medical or honesty examination from any liability.

I also agree to take any lawful honesty detection examination and I release all persons or companies conducting such examination from any liability.

I certify that the facts contained in this Application are true and complete to the best of my knowledge and understand that, if I become employed, any false information I may have provided on this Application shall be grounds for my dismissal. I also understand that I am required to abide by all rules and regulations of the Company.

DATE OF BIRTH

DO NOT WRITE BELOW THIS LINE

HIRED: _____ Yes _____ No **POSITION** _____

DEPT. _____ **SALARY/ WAGE** _____

DATE REPORTING TO WORK _____ **SHIFT** _____

DO NOT WRITE ON THIS PAGE

NOTICE TO ALL APPLICANTS

The following two (2) pages are for reference checks to your previous employer(s).

1. If it is OK to complete these checks, please sign your name at the bottom of each of the **following two (2) pages. DO NOT COMPLETE THESE TWO FORMS YOURSELF. YOUR SIGNATURE IS ALL THAT IS NEEDED ON THESE TWO FORMS.**
2. If you do not for any reason want us to contact a previous employer, please indicate that on your application.

Carter Machine Co., Inc.

MANUFACTURERS OF "HYDRANAMICS CYLINDERS"

820 Edward Street

Galion, Ohio 44833

(419) 468-3530 (419) 468-9185 FAX

DATE: _____

Dear Sir or Madam:

_____ is seeking employment with our firm. He/She has listed your company as one of his/her previous employers. It would be greatly appreciated if you could answer the following questions and return this form in the enclosed envelope.

DATE OF EMPLOYMENT FROM _____ TO _____

EMPLOYED AS _____

REASON FOR LEAVING _____

WOULD YOU REHIRE ? _____

QUALITY OF WORK Excellent _____ Good _____ Fair _____ Poor _____

PRODUCTIVITY Excellent _____ Good _____ Fair _____ Poor _____

COST CONTROL Excellent _____ Good _____ Fair _____ Poor _____

DEPENDABILITY Excellent _____ Good _____ Fair _____ Poor _____

ACCEPTANCE OF COMPANY POLICY Excellent _____ Good _____ Fair _____ Poor _____

MOTIVATION / INVOLVEMENT Excellent _____ Good _____ Fair _____ Poor _____

ATTENDANCE / PUNCTUALITY Excellent _____ Good _____ Fair _____ Poor _____

Yours truly,

To Whom It May Concern:

I have read the job reference questions above, and give my permission to you to release this information to Carter Machine Co., Inc.

(Job Applicant) _____

Carter Machine Co., Inc.

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EMPLOYED AS _____

REASON FOR LEAVING _____

WOULD YOU REHIRE ? _____

QUALITY OF WORK Excellent _____ Good _____ Fair _____ Poor _____

PRODUCTIVITY Excellent _____ Good _____ Fair _____ Poor _____

COST CONTROL Excellent _____ Good _____ Fair _____ Poor _____

DEPENDABILITY Excellent _____ Good _____ Fair _____ Poor _____

ACCEPTANCE OF COMPANY POLICY Excellent _____ Good _____ Fair _____ Poor _____

MOTIVATION / INVOLVEMENT Excellent _____ Good _____ Fair _____ Poor _____

ATTENDANCE / PUNCTUALITY Excellent _____ Good _____ Fair _____ Poor _____

Yours truly,

To Whom It May Concern:

I have read the job reference questions above, and give my permission to you to release this information to Carter Machine Co., Inc.

(Job Applicant) _____

Tell us about your work experience:

1) Which best describes your experience ?

Machinist – Machining operations, set-ups, tool changing, precision part inspection

Machine Operator – Operation of machine only

2) What types of machines have you operated ? (Please list specific type, brand, model, etc.)

Lathe _____

Computer Controlled Lathe _____

Grinder _____

Manual Machines

Vertical Mill _____

Horizontal Mill _____

Drill Press _____

Hone _____

Other

Micrometers _____

Calipers _____

Gages _____

“Go” / “No-Go” for threading Gage Blocks Other _____

3) Do you have welding experience ?

Mig Welding Stick Welding Tig Welding Acetylene Torch Belch Fire Torch

4) Do you have any welding certifications? If yes, please list: _____

5) What type of hand tools or equipment do you have experience with ? Air powered tools

Torque wrench Overhead crane Jib crane Tow motor Paint gun

Hydraulic press Parts cleaning Torches General hand tools

6) Are you experienced in reading and interpreting blueprints ? (If yes, please describe.) _____

7) Briefly describe any assembly experience you may have. _____

8) What hobbies or interests do you enjoy during your free time ? (Optional) _____

ALL APPLICANTS, please complete areas a) & b)a) Match the decimal to the fraction: (Example: $\frac{1}{2}$ " = .500)

Match these decimals with the fractions listed on the left (see example above)

- | | | |
|----|---------------------------|------|
| 1) | $\frac{1}{4}$ " = _____ | .015 |
| 2) | $\frac{3}{8}$ " = _____ | .937 |
| 3) | $\frac{5}{8}$ " = _____ | .250 |
| 4) | $\frac{3}{4}$ " = _____ | .375 |
| 5) | $\frac{1}{64}$ " = _____ | .156 |
| 6) | $\frac{5}{32}$ " = _____ | .625 |
| 7) | $\frac{15}{16}$ " = _____ | .750 |

b) Calculate the following:

- 1) $.625 + .375 =$ _____
- 2) $1.250 + .015 =$ _____
- 3) $1.750 - .187 =$ _____
- 4) $1.687 + .250 + .468 =$ _____
- 5) $.875 - .125 =$ _____
- 6) $3.750 - .031 =$ _____

The following questions pertain to applicants applying for a **Machinist** job.

See attached drawing #1

- 1) What is the Outside Diameter (O.D.) of this part? _____
- 2) What is the Over-All Length (O.A.L.) of this part? _____
- 3) What is the Inside Diameter (I.D.) of this part? _____

See attached drawing #2

- 1) What does 2"-12 UN-2A represent ? _____

- 2) What dimension is the Major diameter of the 2"-12 UN-2A thread? _____
- 3) What is the largest diameter on this part ? _____
- 4) What is the Over-All Length (O.A.L.) of this part? _____

See attached drawing #3

- 1) What is the hole size drilled on this part? _____
- 2) What is the diameter of the bolt circle for this hole? _____
- 3) Identify (2) angles for the hole location. _____ & _____

See attached drawing #4

- 1) What is the microfinish for the Outside Diameter (O.D.) ? _____
- 2) What is the tap size on this part? _____
- 3) What is the Bolt circle diameter for the tap? _____
- 4) Identify (2) chamfers on the part. _____

Which of the two descriptions below best describes your experience?

_____ Machinist; Machining operations, set-ups, tool changing, precision part inspection

_____ Machine Operator; Operation of machine only.

What type lathes do you have experience on? (Check all that apply)

_____ Engine

_____ Turret

_____ Screw Machine

What type of experience do you have on Computer controlled lathes? (Check all that apply)

Acramatic A2100E Acramatic 850SX TC Fanuc 6M-B
 Burny 3 Open CNC

Other _____

Are you experienced on any of the following manual machines? (Check all that apply)

Vertical Mill Horizontal Mill Drill Press Hone

What type of precision measuring experience do you have? _____

Figure 1 is a 2" Micrometer.

What is the reading on Fig. 1? (circle one) a) 2.125 b) 2.250 c) 2.300

What is the Vernier Caliper reading on **Figure 2**? (Circle one) a) 1.510 b) 1.490 c) 1.500

Are you familiar with gages? (Check all that apply)

"GO" / "NO-GO" for threading Gage Blocks

Other _____

Have you ever inspected other peoples work? (Check one) Yes No

Explain: _____

The following questions pertain to applicants applying for a **Welding** job.

See attached drawing #3

- 1) What type of weld is the 3/8" weld ? (Circle one) a) Fillet b) J-groove c) Bevel
- 2) What type of weld is the 1/4" weld ? (Circle one) a) Fillet b) J-groove c) Bevel

See attached drawing #5

- 1) What does the "M" represent on the 1/4" weld? _____
- 2) What does the circle on the 1/4" weld symbol represent? _____

Are you experienced with any of the following? (Check all that apply) _____ Mig Welding
_____ Stick Welding _____ Tig Welding _____ Acetylene Torch _____ Belch Fire Torch

Do you have any welding certifications? (List, if any)

The following questions pertain to applicants applying for an **Assembly** job.

See attached drawing #6

- 1) What is the torque value for item # 23 ? _____ ft – lbs.
- 2) Looking at the assembly and parts list, what is item # 5? _____
- 3) Looking at the assembly and parts list, what is item # 22? _____
- 4) Looking at the title block, what is the bore and stroke of the cylinder?
_____ Bore _____ Stroke

What would you do if parts were not going together properly? (Circle one)

- a) Get a bigger hammer b) Inspect the parts, report problem c) Force fit them together

Briefly describe any previous assembly experience you may have. _____

Check any hand tools or equipment that you have experience with (Check all that apply)

- _____ Air powered tools _____ Torque wrench _____ Overhead crane _____ Jib Crane
_____ Hydraulic press _____ General hand tools _____ Tow Motor _____ Paint Gun
_____ Grinders _____ Part cleaning _____ Torches
-