



4200 Macalester Street
 Philadelphia, PA 19124
 Phone: (215)324-4200
 Fax: (215)324-4210
www.ehmke manufacturing.com

Application for Employment

It is a policy of Ehmke Manufacturing Company to be an Equal Opportunity Employer. We consider applicants for all positions without regard to race, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status.

General Information

NAME: (Last, First, Middle)		DATE:	
Home Address:		Home Telephone #	
City, State, Zip		Cellular Telephone #	
Are you legally eligible for employment in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain		Email Address:	
In case of an emergency please contact _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> Name Telephone # </div>			
Position Applying For:	Date Available to Start:		
Have you ever been employed by Ehmke Manufacturing in the past? <input type="checkbox"/> Yes Where: _____ When: _____ <input type="checkbox"/> No			
Have you ever applied to Ehmke Manufacturing in the past? <input type="checkbox"/> Yes Where: _____ When: _____ <input type="checkbox"/> No			
Are you employed now? <input type="checkbox"/> Yes May we contact your employer? ___ Yes ___ No <input type="checkbox"/> No		Desired Salary:	
Referral Source: How did you hear about us? ___ Posting ___ Employee ___ Call/Walk-In ___ Advertisement ___ Other			
Type of employment desired: (circle all that apply) Full-Time Part-Time Temporary Seasonal Educational Co-Op			
Do you possess a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Please list days available: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday			
Some positions require a flexible schedule. Are you available to work nights and weekends? If not, please list any restrictions:			

Education

School Name, City & State	Years Completed	Course/Major	Diploma/Degree
High School:			
College:			
Graduate School:			
Other:			

Skills and Qualifications

Summarize any special Trainings, Skills, Licenses/Certifications or activities: (You may exclude any organizations names which indicate race, color, religion, creed, gender, nation origin, disability, age, or other protected class.)

What foreign languages do you speak fluently? _____

Have you ever served in the U. S. Armed forces? ___Yes ___No

Branch _____ Date of Active duty _____

Employment History

Start with your most recent employer and provide the following information. This must be completed regardless of resume submission.

Employer	Telephone Number ()	Dates of employment	Month	Year	to	Month	Year
Street Address	City	State	Zip				
Job Title							
Immediate Supervisor and Title		May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later					
Reason for leaving:							
Summarize job responsibilities:							
Employer	Telephone Number ()	Dates of employment	Month	Year	to	Month	Year
Street Address	City	State	Zip				
Job Title							
Immediate Supervisor and Title		May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later					
Reason for leaving:							
Summarize job responsibilities:							
Employer	Telephone Number ()	Dates of employment	Month	Year	to	Month	Year
Street Address	City	State	Zip				
Job Title							
Immediate Supervisor and Title		May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later					
Reason for leaving:							
Summarize job responsibilities:							

References

List below the names of three professional references not related to you, whom you have known for at least one year.

Name	Address & Phone	Occupation	Years known

Applicant Statement

I certify that all information provided in this application is true and correct. I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This may include educational institutions, former employers, representative(s) of organizations and/or driving records. I understand that Ehmke Manufacturing reserves the right to not extend an offer of employment or retract an offer based on this investigation.

I understand that any misrepresentation or omission of facts in any respect within my application or interview process will be sufficient cause to eliminate me from further consideration for employment, or may result in my immediate discharge from employment, whenever it is discovered.

I certify that I have read the above statement and fully understand and accept all terms.

Signature of Applicant: _____ Date: _____