

EMPLOYMENT APPLICATION

POTTORFF®
 5101 Blue Mound Road, Fort Worth, TX 76106
 Phone (817) 509-2300 Fax (206) 339-9455

Personal Information

Legal Last Name	Legal First Name	MI	Nickname	E-mail address
Street address				Type(s) of work desired
City	State	ZIP	Phone No.	
How were you referred to us?				

Are you currently employed? If yes, may we contact your present employer?	
Wage or salary desired?	If hired, when will you be available to begin working?
Are you over 18 years of age?	Are you authorized to work in the US?
Do you have any friends or relatives that work at this company?	If so, what is their name?
Have you ever worked for this company? If so, list dates of employment.	
Have you ever applied for employment at this company? If so, when?	
Are you willing to work overtime as required?	
Are there any hours or days you are unable to work? If yes, please list.	
Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodations?	
Have you ever been convicted of a felony or placed on deferred adjudication other than for a minor traffic violation? If yes, list year of offense and location: <i>(Conviction will not necessarily disqualify an applicant for employment)</i>	

Employment History

Start with your present or most recent position. You may attach a resume, but complete this application as well.

Last or present company		Type of Business
City	State	Zip code
Supervisor's name		Brief Description of job duties
Phone Number		
Ending Salary	Start and End Dates Worked	
Reason for leaving		

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Last or present company		Type of Business	
City	State	Zip code	Position or Title
Supervisor's name		Phone Number	Brief Description of job duties
Ending Salary	Start and End Dates Worked		
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Education

Education	Name and Location	No. of Years Attended	Graduated		Degree & GPA
			Yes	No	
High school					
College or University					
Trade, Business or other Training					
Professional memberships, certificates, or licenses held					

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Military Record (If none, write "none" under Branch of Service)

Branch of service	Rank	From	To
Present military affiliation:			
None	Reserve (active)	Reserve (inactive)	
Types of training and duty while in service:			

Special Skills

<i>(To be completed by applicant for office/clerical work)</i>	<i>(To be completed by applicant for shop/plant work)</i>	
Typing Yes No Words per minute:	Type(s) of machines operated	Years experience
10-Key Yes No Keys per minute:		Type?
Computer skills (Software Knowledge)?	List other shop/production skills:	
Please list other skills and/or equipment/language experience you have acquired:		

Professional/Work References

List two past supervisors and one person not related to you who have knowledge of your qualifications for the position in which you are applying.

Name	Title/Relationship	Phone Number	Occupation

If any of your **Educational or Employment** records are under other than the above name, please provide other names & dates.

NAMES

DATES

An Equal Opportunity Employer

We are an equal opportunity employer. We do not and will not discriminate on the basis of race, color, religion, sex, sexual preference, age, national origin, physical or mental disability, medical condition, use of guide or support animal, veteran status, marital status or any other consideration made unlawful by federal, state or local laws. Information provided on this application will not be used for any discriminatory purpose.

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Company to make an investigation of any of the facts set forth in this application and release PCI Industries, Inc. dba Pottorff from any liability.

I understand that employment at this Company is "at-will," which means that I or PCI Industries, Inc. dba Pottorff can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis.

Date

Signature