

Sunset Tool

9890 Red Arrow Highway, Bridgman, MI 49106

T: (269) 465.4555 F: (269) 465.9191

Application for Employment

An Equal Opportunity Employer

Sunset Tool is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

Please print and fill out all sections

Applicant Information

Last Name _____ First Name _____ SS# _____ - _____ - _____

Current Address:

Number and Street _____ City _____ State & Zip _____

Home Phone __ (____) _____ Cell # _____

Email Address _____

How were you referred to Sunset Tool? _____

Employment Positions

Position(s) applying for: _____

Are you applying for:

- Temporary work such as summer or holiday work? Y or N
- Regular part-time work? Y or N
- Regular full-time work? Y or N

What days and hours are you available for work? _____

If hired, on what date can you start working? _____/_____/_____

Can you work on weekends? Y or N Can you work evenings? Y or N

Are you available to work overtime? Y or N Salary desired: \$ _____

Education, Training and Experience

High School:

School name: _____
School address: _____
School city, state, zip: _____

Number of years completed: _____
Did you graduate? Y or N
Degree/diploma earned: _____

College / University:

School name: _____
School address: _____
School city, state, zip: _____

Number of years completed: _____
Did you graduate? Y or N
Degree/diploma earned: _____

Vocational School:

School name: _____
School address: _____
School city, state, zip: _____

Number of years completed: _____
Did you graduate? Y or N
Degree/diploma earned: _____

Military:

Branch: _____
Total Years of Service: _____
Skills/Duties: _____
Related details: _____

Rank: _____

Work Experience – Start with current/most recent position

Employer 1

Employer Name _____ Dates Employed: From mm/dd/yyyy _____ To mm/dd/yyyy _____

Address _____ Compensation & Annual Salary _____

Position Title _____ \$ _____ Base Pay _____ Average hours worked _____

Duties _____

Reason for Leaving _____

Employer 2

Employer Name _____ Dates Employed: From mm/dd/yyyy _____ To mm/dd/yyyy _____

Address _____ Compensation & Annual Salary _____

Position Title _____ \$ _____
Base Pay _____ Average hours worked _____

Duties _____

Reason for Leaving _____

Employer 3

Employer Name _____ Dates Employed: From mm/dd/yyyy _____ To mm/dd/yyyy _____

Address _____ Compensation & Annual Salary _____

Position Title _____ \$ _____
Base Pay _____ Average hours worked _____

Duties _____

Reason for Leaving _____

Personal Information:

Have you ever applied or worked for Sunset Tool before? Y or N

If yes, please explain and include date: _____

Do you have any friends, relatives, or acquaintances working for Sunset Tool? Y or N

If yes, state name & relationship _____

If hired, would you have transportation to/from work? Y or N

Are you over the age of 18? Y or N

(If under 18, hire is subject to verification of minimum legal age)

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? Y or N

If hired, are you willing to submit to and pass a controlled substance test? Y or N

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Y or N

If no, describe the functions you cannot perform _____

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Y or N

If yes, please describe the crime. State the nature of the crime(s), when and where convicted and disposition of the case.

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give Sunset Tool any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release the Sunset Tool from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of Sunset Tool has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized Sunset Tool representative."

Signature

Date

Sunset Tool
Pre-employment Questionnaire

Name _____ Date _____

Capability Skill Rating System

Section 1: Work and Personal Qualities

Please answer honestly.

Circle the number that represents your skill level using the following scale:

	1 = None	2 = Low	3 = Average	4 = High
1) Teamwork	1	2	3	4
2) Chemistry with co-workers	1	2	3	4
3) Safety	1	2	3	4
4) Outspokenness/objectiveness	1	2	3	4
5) Workmanship/quality	1	2	3	4
6) Quantity of work	1	2	3	4
7) Challenges	1	2	3	4
8) People in general	1	2	3	4
9) Goal to move up in the company	1	2	3	4
10) Training others	1	2	3	4
11) Quoting	1	2	3	4
12) Customer relations	1	2	3	4
13) Employee effort	1	2	3	4
14) Schooling/seminars	1	2	3	4
15) Attendance	1	2	3	4
16) Recordkeeping	1	2	3	4
17) On time delivery	1	2	3	4
18) Family	1	2	3	4
19) Other	1	2	3	4

Total Points _____

Sunset Tool Pre-employment Questionnaire

Name _____ Date _____

Capability Skill Rating System

Section 2: Skills

Please answer honestly.

Circle the number that represents your skill level using the following scale:

1 = None 2 = Low 3 = Average 4 = High

- | | | | | | | | | | |
|------------------------------|---|---|---|---|-----------------------------|---|---|---|---|
| 1) Welding | 1 | 2 | 3 | 4 | 25) Reading maps | 1 | 2 | 3 | 4 |
| 2) Engineering/Designing | 1 | 2 | 3 | 4 | 26) Auto mechanic | 1 | 2 | 3 | 4 |
| 3) Team mill in | 1 | 2 | 3 | 4 | 27) Hunting, sports | | | | |
| 4) Rotary table & attach | 1 | 2 | 3 | 4 | fishing, golf | 1 | 2 | 3 | 4 |
| 5) Shipping & receiving | 1 | 2 | 3 | 4 | 28) Casting models | 1 | 2 | 3 | 4 |
| 6) Heat treatment | 1 | 2 | 3 | 4 | 29) EDM | 1 | 2 | 3 | 4 |
| 7) Lathe/CNC | 1 | 2 | 3 | 4 | 30) WEDM | 1 | 2 | 3 | 4 |
| 8) Mill/CNC | 1 | 2 | 3 | 4 | 31) Duplicating | 1 | 2 | 3 | 4 |
| 9) Drill Press | 1 | 2 | 3 | 4 | 32) Secondary machines | 1 | 2 | 3 | 4 |
| 10) Sharpening tools | 1 | 2 | 3 | 4 | 33) Secondary mach. of cast | 1 | 2 | 3 | 4 |
| 11) Grinders | 1 | 2 | 3 | 4 | 34) Geometrical tolerancing | 1 | 2 | 3 | 4 |
| 12) Saws-vertical/horizontal | 1 | 2 | 3 | 4 | 35) Fixtures | 1 | 2 | 3 | 4 |
| 13) Layout/inspection | 1 | 2 | 3 | 4 | 36) Press work | 1 | 2 | 3 | 4 |
| 14) Electrical | 1 | 2 | 3 | 4 | 37) Stamping dies | 1 | 2 | 3 | 4 |
| 15) Hydraulics | 1 | 2 | 3 | 4 | 38) Trim dies | 1 | 2 | 3 | 4 |
| 16) Pneumatics | 1 | 2 | 3 | 4 | 39) Molds | 1 | 2 | 3 | 4 |
| 17) CNC _____ (fill in) | 1 | 2 | 3 | 4 | 40) Recordkeeping/files | 1 | 2 | 3 | 4 |
| 18) Math skills | 1 | 2 | 3 | 4 | 41) Housekeeping | 1 | 2 | 3 | 4 |
| 19) Safety | 1 | 2 | 3 | 4 | 42) Secretarial | 1 | 2 | 3 | 4 |
| 20) Workmanship/quality | 1 | 2 | 3 | 4 | 43) Blueprint reading | 1 | 2 | 3 | 4 |
| 21) Quality of work | 1 | 2 | 3 | 4 | 44) Auto-Cad | 1 | 2 | 3 | 4 |
| 22) Quantity of work | 1 | 2 | 3 | 4 | 45) Computers | 1 | 2 | 3 | 4 |
| 23) Reading/machinery book | 1 | 2 | 3 | 4 | 46) Other _____ | 1 | 2 | 3 | 4 |
| 24) Delivery & pick-up | 1 | 2 | 3 | 4 | 47) Other _____ | 1 | 2 | 3 | 4 |
| | | | | | 48) Other _____ | 1 | 2 | 3 | 4 |

Total Points _____