****

**PERSONAL INFORMATION DATE:**

NAME: SSN:

 LAST FIRST MIDDLE

PRESENT ADDRESS:

 STREET CITY STATE ZIP

PERMANENT ADDRESS:

 STREET CITY STATE ZIP

**Date of Birth:**

PHONE NUMBER: ARE YOU 18 YEARS OR OLDER? YES □ NO □

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED

IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? YES □ NO □

**EMPLOYMENT DESIRED**

 DATE YOU SALARY

POSITION: CAN START: DESIRED:

 IF SO MAY WE INQUIRE

ARE YOU EMPLOYED NOW? OF YOUR PRESENT EMPLOYER?

REFERRED BY:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EDUCATION | NAME & LOCATION OF SCHOOL | NO OF YEARS ATTENDED | DID YOU GRADUATE? | SUBJECT STUDIED |
| GRAMMAR SCHOOL |  |  |  |  |
| HIGH SCHOOL |  |  |  |  |
| COLLEGE |  |  |  |  |
| TRADE, BUSINESSORCORRESPONDENCE |  |  |  |  |

**GENERAL**

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

SPECIAL SKILLS

U.S. MILITARY PRESENT MEMBERSHIP IN

OR NAVAL SERVICE RANK NATIONAL GUARD OR SERVES

**FORMER EMPLOYERS** (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATEMONTH ANDYEAR | NAME, ADDRESS & PHONE NUMBER OF EMPLOYER | SALARY | POSITION | REASONFOR LEAVING |
| FROM:TO: |  |  |  |  |
| FROM:TO; |  |  |  |  |
| FROM :TO; |  |  |  |  |
| FROM :TO: |  |  |  |  |

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

**REFERENCES**: GIVE THE NAMES OF THREE PEOPLE NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | PHONE NUMBER | BUSINESS | YEARS ACQUAINTED |
| 1. |  |  |  |
| 2.  |  |  |  |
| 3.  |  |  |  |

IN CASE OF

EMERGENCY NOTIFY:

 NAME ADDRESS PHONE NO.

I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY’S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTIVE, AT ANY TIME, AT EITHER MY OR THE COMPANY’S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN ITS PRESIDENT, AND THEN ONLY IN WIRTING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

Date: Signature:

**I understand, as a condition of my employment with CG Metals, that is against company policy to unlawfully consume any illegal drugs, and it is also against company policy to drink to do any drugs while at work. I also understand that the company has the right to test me at random at anytime.**

**I also give my permission for CG to perform a background/credit check and review my motor vehicle records (if there is a chance I will be driving on behalf of CG Metals either now or at some point in the future).**

**Finally, I consent to CG Metals request for a copy of my driver’s license (or other photo i.d.) and Social Security Card to assist in the background check and to be used for identification purposes.**

**Date:** **Signature:**

****

**PROOFREADING: Put an “X” between the pairs that are the same.**

1. 2365829 2364829 7. 454554 454554

2. T.S. ELLIOTT S.T. ELLIOTT 8. CARLISLE FOOD CO. CARGLILE FOOD CO.

3. 70004 7004 9. 6687721459 6687721459

4. MARTIN S. PARISH MARTIN S. PARRISH 10. 111101010 111101010

5. E.E. JOHNSON E.E. JOHNSON 11. TAYLOR’S BAKERY TAILOR’S BAKERY

6. 68241 62814 12. CARLE PLACE, NY CARLE PLACE, NY

**MATH: Solve the following problems:**

(13.) 62 (14.) 42 (15.) 6 ) 420 (16 2,092

 X 6 31 -645

 +86

**MEASURING: Record the exact measurement of A, B, & C.**

 A. B. C.

 ↓ ↓ ↓

 0 in 1 2 3 4 5 6

Name: Date:

Thank you for applying at CG Metals!

\*Please make sure you complete the application

\*Incomplete applications will not be considered

\*All applicants are required to have a valid driver’s license and social security card upon hire