



## Application for Employment

It is the policy of All World Machinery to afford Equal Employment Opportunities regardless of race, color, religion, sex (including pregnancy and sexual harassment), national origin, ancestry, age, disability or genetic information, marital status, gender, military status, order of protection status, unfavorable military discharge, physical and mental disability, arrest record, or sexual orientation (which includes gender-related identity). This policy of Equal Employment applies to all aspects of the employment relationship.

Any applicant who needs an accommodation of a physical or mental disability should notify the All World Machinery Human Resources Department to request such an accommodation. All World Machinery will make every effort to provide assistance throughout the application process.

Employment with All World Machinery is “at will” under Illinois law meaning that the employee has the right to terminate his or her employment at any time for any reason. Likewise, All World Machinery has the right to terminate any employee at any time, for any reason. No one at All World Machinery has the authority to make promises to alter this “at will” relationship except for the CEO of the Company. The information contained in this application and the other employment-related documents do not constitute a “contract” for employment for a specified length of time. All World Machinery reserves the right to alter or abolish the terms and conditions of employment at any time.

### Applicant’s Personal Information

Date of Application:	
Desired Position:	
Name:	
Address:	
City:	
State:	
County:	
Zip Code:	
Telephone:	
Cell Phone:	
Email:	

**Have you worked for All World before? If so, please indicate your job title, dates of employment and name of supervisor.**


<b>Are you legally eligible to work in the United States?</b>	Yes	No
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Please be aware that before you begin work you must complete a Form I-9 and submit documentation required by the US Government. Failure to submit such documentation will result in denial of employment.

<b>Date of availability for work?</b>			
<b>Type of employment desired?</b>		Full-Time	Part-Time
<b>Based on your knowledge of the position you are applying for, are you able to perform the functions of this job ?</b>			
	Yes	No	

Have you ever been convicted of crime? If so, explain in detail the circumstances, including the nature of the conviction, when it took place and any subsequent convictions. Please be aware that conviction of a crime will not automatically eliminate you from consideration. All World Machinery will consider all factors, including when the conviction occurred, the nature of the crime involved and your subsequent work history. **Please note: Illinois Law states that you are not obligated to disclose sealed or expunged records of conviction or arrest, nor are you obligated to disclose them if they exist.**


Employment History	
Last Employer:	
Position Held:	
Job Duties:	
Supervisor Name:	
Supervisor Position:	
Reason For Leaving:	
Employment Dates:	
Address:	
Phone:	

Prior Employer:	
Position Held:	
Job Duties:	
Supervisor Name:	
Reason For Leaving:	
Employment Dates:	
Address:	
Phone:	

Prior Employer:	
Position Held:	
Job Duties:	
Supervisor Name:	
Reason For Leaving:	
Employment Dates:	
Address:	
Phone:	

**Skills & Qualifications**

Please list any training, skills, licenses or certificates that you believe demonstrate your qualification for the position you are seeking. Also list the dates the certifications were obtained and whether they are still in effect. You may be asked to submit proof of any certifications as part of the application process.


**References**

Please provide three references that are not related to you.

Name:	
Title:	
Company:	
Phone Number:	

Name:	
Title:	
Company:	
Phone Number:	

Name:	
Title:	
Company:	
Phone Number:	

**Educational Background**

School Name:	
Years Completed:	
Degree Received:	
Major:	

School Name:	
Years Completed:	
Degree Received:	
Major:	

School Name:	
Years Completed:	
Degree Received:	
Major:	

<b>Applicant Declaration</b>
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By signing this application form I am certifying that the information I have provided is true and complete. I understand that if any of the information provided is untrue or if I have not been completely truthful that this will be sufficient reason for All World Machinery to cancel any further consideration of my application. I also understand that even after I have been hired, if All World Machinery determines that I have falsified any application documents or have lied during the process, my employment will be terminated immediately.

I acknowledge that it is the right of All World Machinery to require applicants to submit to a screening for the presence of non-prescribed controlled substances, illegal drugs or alcohol in my urine or other fluids. I voluntarily consent to submit to any drug screening required by All World Machinery and will participate as directed. I also understand that my failure to cooperate in the screening, tampering with the process or attempting to submit a false sample will be immediate grounds for cancellation of the application process. I understand that effective January 1, 2013 the Right to Privacy in the Workplace Act prohibits any company from refusing to hire, terminate employment, or otherwise disadvantage any person because he or she uses alcohol and/or tobacco away from the job site on non-working time. However, I also understand that I am not allowed to have non-prescribed controlled substances, illegal drugs or alcohol in my system during working time and on the job site.

In making this application for employment, I understand that an investigative consumer report will be prepared in which a consumer reporting agency will seek information about my character, general reputation, credit and financial history, personal characteristics and criminal activities. I agree to authorize any investigating organization to conduct such a background check and will cooperate fully as requested. I also authorize the reporting agency to contact my references, former employers, schools or others to gather information. I understand that if All World Machinery does not hire or retain me because of something in a credit report or other report, All World Machinery must give me a copy of the report and a "notice of rights" that tells me how to contact the company that made the report.

I understand that this application will remain in effect for thirty days. If I wish to be considered for employment following the expiration of the thirty day period I must complete a new application.

<b>Applicant Signature:</b>	
<b>Date:</b>	