



SMC Corporation of America

# EMPLOYMENT APPLICATION

We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, sex, national origin, religion, age, handicap, disability, or marital status.

## PERSONAL INFORMATION

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
 Last First Middle

Preferred Name: \_\_\_\_\_ Other Names Used: \_\_\_\_\_

Address: \_\_\_\_\_  
 Street Apt. City State Zip Code

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ @ \_\_\_\_\_

## EMPLOYMENT DESIRED

Position for Which You are Applying	Date Available	Salary Desired
Are you employed now? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we make inquiries to your present employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have any relatives that work for SMC? Yes <input type="checkbox"/> No <input type="checkbox"/>	Name & Relationship: _____	
Are you at least 18 years of age? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If you are applying for an outside sales position, are you at least 22 years of age? Yes <input type="checkbox"/> No <input type="checkbox"/>	If "No" list date of birth: _____	
Are you legally permitted to work in this country? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Will you now, or in the future, require sponsorship? Yes <input type="checkbox"/> No <input type="checkbox"/>	Visa Status? _____	
Have you ever been convicted of a misdemeanor and/or felony? Yes <input type="checkbox"/> No <input type="checkbox"/>		

If "Yes", please list conviction and explain circumstances including date, city and state of conviction. (A conviction record will not necessarily bar you from employment. The time of offense, seriousness of the violation and the number of violations will be considered.)

\_\_\_\_\_

\_\_\_\_\_

## EDUCATION-Please put the highest completed level of education. Do not include any incomplete degrees or education.

High School Graduate: Yes  No  Name of School: \_\_\_\_\_  
 Location: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

GED Completed: Yes  No  Name of School: \_\_\_\_\_  
 Location: \_\_\_\_\_ Date Obtained: \_\_\_\_\_

College	Location-City & State	Dates of Attendance	Graduation Date	Degree Obtained	Major	GPA

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**CERTIFICATIONS / SPECIAL QUALIFICATIONS**

List professional certifications, qualifications, or subjects of special study or research work related to the position applied for:

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**EMPLOYMENT HISTORY**

Have you ever worked for SMC before? Yes  No  If "Yes", list dates of employment & title held? \_\_\_\_\_

Company Name, Address, and Phone Number	From / To	Salary	Position	Supervisor	Reason for Leaving

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**RECRUITMENT INFORMATION**

How did you learn about SMC Corporation of America?

Walk-In       SMC Website       Career/Job Website       Job Fair/School

Other: \_\_\_\_\_

Employee Referral (Name): \_\_\_\_\_

Employment Agency (Name): \_\_\_\_\_

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**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge. Unless otherwise indicated, I authorize you to contact my present and former employers and investigate all the information contained in this application for employment. I hereby release and forever discharge all persons or companies and their agents and managerial employees from any and all claims, known or unknown, on account of or arising out of the disclosure and collection of the requested information concerning my employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, I am required to abide by all rules and regulations of the employer.

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Date

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Signature