

BARRETT MACHINE, INC.

MACHINE SHOP • FABRICATION SHOP
INDUSTRIAL SERVICES

399 McGhee Road • Winchester, VA 22603

PO Box 1505 • Winchester, VA 22604

Phone 540.678.1625 • Fax 540.667.3142

www.barrettmachine.com

EMPLOYMENT APPLICATION

Equal Employment Opportunity Statement:

Employment decisions will be based on the principles of equal opportunity. All personnel actions (recruiting, hiring, training, promotion, compensation, etc.) are administered without regard to any characteristic protected by state, federal or local law, assuming said characteristic does not interfere with the performance of essential job functions. Reasonable accommodations will be made for disabilities and religious beliefs. Please inform us of any necessary accommodations to the application process.

Please print.

Date of Application:

PERSONAL INFORMATION					
Full Legal Name:					
Address:					
City:		State:		ZIP:	
Phone #:		Email:			
How did you learn about this opportunity?	☐ Website	☐ Indeed	☐ Referral	☐ Staffing Agency	
	☐ Job Fair	☐ Walk-In	☐ Advertisement	☐ Other:	
Have you ever applied with our company before?	☐ Yes, When? _____			☐ No	
Have you ever worked for our company before?	☐ Yes, When? _____			☐ No	
Current Employment Status:	☐ Full-Time	☐ Part-Time	☐ Self-Employed	☐ Unemployed	☐ Student
Valid driver's license?	☐ Yes		☐ No		
Are you legally authorized to work in the United States?	☐ Yes		☐ No		
NOTE: Proof of eligibility will be required within three working days of employment.					
Will you now or in the future require employment visa sponsorship?	☐ Yes		☐ No		
Have you worked under another name needed for verification?	☐ Yes _____			☐ No	

POSITION INFORMATION		
Position Applying For:		
Desired Start Date:		
Employment Desired:	☐ Full-time	☐ Part-time ☐ Temporary
Willing to work overtime?	☐ Yes	☐ No
Willing to work weekends if needed?	☐ Yes	☐ No
Willing to travel if necessary?	☐ Yes	☐ No

EDUCATION & CERTIFICATIONS	
High School/GED:	
College/Trade School:	
Degree/Certificate:	
Professional Licenses/Certifications: (OSHA, MSHA, Welding, SHRM, Master Journeyman, etc.)	
Military Service:	

SKILLS & QUALIFICATIONS			
☐ Accounting	☐ ERP/MRP Systems	☐ Mechanical Repair	☐ Quality Control
☐ Administrative Support	☐ Fabrication	☐ Microsoft Office	☐ Rigging
☐ Blueprint Reading	☐ Forklift	☐ MIG Welding	☐ Safety
☐ CNC Machining	☐ Human Resources	☐ Millwrights	☐ Stick Welding
☐ Customer Service	☐ Industrial Maintenance	☐ Overhead Crane	☐ Supervision
☐ Engineering	☐ Manual Machining	☐ Project Management	☐ TIG Welding
☐ Other Relevant Skills/Equipment/Software: _____ _____			

EMPLOYMENT HISTORY			
List your four most recent employers.			
Employer #1			
Employer:			
Job Title:			
Dates Employed:			
Supervisor:			
Phone:		May we contact:	☐ Yes ☐ No
Reason for Leaving:			
Primary Duties & Accomplishments:			
Employer #2			
Employer:			
Job Title:			
Dates Employed:			
Supervisor:			
Phone:		May we contact:	☐ Yes ☐ No
Reason for Leaving:			
Primary Duties & Accomplishments:			
Employer #3			
Employer:			
Job Title:			
Dates Employed:			
Supervisor:			
Phone:		May we contact:	☐ Yes ☐ No
Reason for Leaving:			
Primary Duties & Accomplishments:			

Employer #4			
<i>Employer:</i>			
<i>Job Title:</i>			
<i>Dates Employed:</i>			
<i>Supervisor:</i>			
<i>Phone:</i>		<i>May we contact:</i>	☐ Yes ☐ No
<i>Reason for Leaving:</i>			
<i>Primary Duties & Accomplishments:</i>			

PROFESSIONAL REFERENCES			
<i>Name:</i>		<i>Relationship:</i>	<i>Phone:</i>
<i>Name:</i>		<i>Relationship:</i>	<i>Phone:</i>
<i>Name:</i>		<i>Relationship:</i>	<i>Phone:</i>

POSITION-RELATED EXPERIENCE	
<i>Able to perform essential job functions with or without reasonable accommodation?</i>	☐ Yes ☐ No
<i>Years of related experience:</i>	
<i>Describe experience relevant to the position for which you are applying:</i>	

PRE-EMPLOYMENT REQUIREMENTS	
<i>Willing to submit to a pre-employment drug/alcohol test?</i>	☐ Yes ☐ No

APPLICANT'S SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I authorize verification of information. I understand employment is at will unless otherwise provided in a written agreement signed by an authorized Company representative. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature of Applicant

Date