



2860 National Road, Suite B
Columbus, IN 47201

Email completed applications to: jvietor@numagroupinc.com

Employment Application

Thank you for your interest in working at HTD/MA Metal. Please print all information and fully complete all pages of this application. You may attach additional sheets if more space is required.

Position for which you are applying for:	Date of Application:
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Name:		SSN#	
Address:	City:	State:	Zip:
Phone Number(s):		Email:	

Type of Employment: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
What Shift are you willing to work: <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> Weekend 1 st
Number of hours available to work each week:
If necessary, are you willing to work over 40 hours per week? <input type="checkbox"/> Yes <input type="checkbox"/> No

Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you legally eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No (a criminal record does not bar you from employment consideration)	Dates and Explanation:
Have you ever been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Salary Expectation:

Education	Name/City/State	Last year Complete	Degree	Major
High School		9 10 11 12		
College		1 2 3 4		
Other				

Military Service History

Branch:	Duties:	Service Dates:
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References	Address	Phone & Email	Relationship

HTD/MAMetal is an Equal Opportunity/Affirmative Action Employer

	Current or most Recent	Prior employer	Prior Employer
Employer			
Address			
Phone Number			
Dates of Employment			
Supervisor			
Job Title			
Wage			
Reason for leaving			
May We contact	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

SKILLS INVENTORY

Please indicate your work history/experience in the classifications below. If you have experience that is not listed, print it in the blank spaces below.

CLASSIFICATION (YRS)

CNC Mill		Shipping		Kanban	
CNC Lathe		Receiving		Pricing	
CNC Programming		Fork Lift Operator		Quoting	
Machine Programs		Kaizen		Hiring	
Machine Set-up		Training		Inspection	
Tool & Die		Truck Driver		Welding	
Gauging		Conformance Stds		Bookkeeping-A/R	
Blueprints		CMM		Bookkeeping-A/P	
Tooling		Procurement		Payroll	
CAD-CAM		Purchase Orders		Filing/Typing	
Tool Crib		Supply Chain		Data Entry	
Space Age Alloys		Machine Repair		Computer Programming	
HSS Grades		Assembly		Computer Operation	
Hand Tools		Inventory Control		Scheduling	
Press				Customer Service	

AGREEMENT

I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that false or misleading information constitute sufficient cause for refusal to hire or termination of employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with HTD/MAMetal creates an actual or implied contract of employment. I understand that if I accept employment with HTD/MAMetal, it will be on an at-will basis. This means that either HTD/MAMetal or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I understand that HTD/MAMetal complies with the Drug-Free Workplace Act of 1988 to establish and maintain a drug-free workplace. I agree to submit to drug and alcohol testing. I release HTD/MAMetal and its employees from any and all liability arising out of or related in any way to such testing.

I authorize HTD/MAMetal to investigate information concerning my education, employment history, and all other aspects of my background relevant to my proposed employment. I release HTD/MAMetal and its employees from all liability arising from such investigation.

Signature of Applicant: _____ Date: _____

HTD/MAMetal is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability.