



336 Boston Post Road, Milford, CT 06460
EMPLOYMENT APPLICATION

Drill Masters-Eldorado Tool, Inc. is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

(PLEASE PRINT IN INK)

Position(s) Applied For:	Date of Application:
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Last Name:	First Name:	Middle Name:
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Address:	City:	State:	Zip Code:
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Telephone Number:	Alternate Number:	Social Security Number (If available):
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Email Address:

Are you legally eligible to work in the United States? YES [] NO []

(Proof of eligibility will be required upon offer of employment.)

Are you over the age of 18 years? YES [] NO []

(If no, you may be required to provide authorization to work.)

Can you with or without reasonable accommodation perform the essential functions of this job? *(If you have any questions about the functions of the job, please ask the interviewer before answering this question.)* YES [] NO []

Have you ever applied to Drill Masters-Eldorado Tool, Inc. before? *(If yes, please give date.)* _____ YES [] NO []

Have you ever worked for Drill Masters-Eldorado Tool, Inc. before? *(If yes, please give date.)* _____ YES [] NO []

Is anyone related to you employed by Drill Masters-Eldorado Tool, Inc.? YES [] NO []

If yes, please give their name and relationship to you. _____

What salary or rate of pay do you expect to receive if employed? _____ per _____

On what date would you be available to work? _____

Are you available for (check all that apply) Full-Time Part-Time Temporary Seasonal?

Days and Hours Available: (If employed, I will notify my supervisor in writing, should my availability change.)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday Days Evenings Nights

EDUCATION

	Name and Location of School	Course of Study or Major	# of Years Completed	Diploma/ Degree
Elementary				
High School				
College				
Graduate				
Vocational				

Please list any academic honors, scholarships, offices held, etc. *(Do not list any which reflect your race, color, religion, gender, national origin, age, disabilities or veteran status.)*

Describe any specialized training, apprenticeships, licenses or skills.

Have you received any job-related training in the United States Military? YES [] NO []

Please give dates and explanation:

EMPLOYMENT HISTORY *(Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment; attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at Drill Masters-Eldorado Tool, Inc.)*

Company Name:	Employment Dates From To	Name and Title of Supervisor:
Address:		
Phone:	Describe your duties:	
Reason for leaving and explanation:		

Company Name:	Employment Dates: From To	Name and Title of Supervisor:
Address:		

	Describe your duties:
Phone:	

Reason for leaving and explanation:

Company Name:	Employment Dates: From To	Name and Title of Supervisor:
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Company Name:	Employment Dates: From To	Name and Title of Supervisor:
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	Describe your duties:
Phone:	

Reason for leaving and explanation:

SPECIALIZED SKILLS: (check all that apply):

Machine Operating & Shop: Grinding Sandblast Machine Shop Tube Cutting Heat Treating Braze CNC Mark & Pack Shipping Tool Maker Production Control Expediting

Please list any other machinery you can operate, factory experience, etc.:

Office/Computer/Software Skills: MS Office, Spreadsheet, Email, Internet, Typing/wpm: _____
 Switchboard, Data Entry, Accts. Payable/Receivable, Customer Service, Database S/W
 Accounting Software: _____,

Please list other skills not mentioned above:

Please provide any other information that you feel will help us in considering your application for employment.

REFERENCES (Please list three personal references. References may not be related to you. In addition, list references such as previous supervisors or others who can provide professional references and commentary on your past job performance. (Professional references are required.)

Name	Address	Phone Number	Relationship/Occupation	Years Known

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that the employer follows an "employment at will" policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the President of this organization. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Drill Masters – Eldorado Tool, Inc. (Hereinafter referred to as "DME Tool") that such employment with DME Tool is at will, for no specified duration and may be terminated by either DME Tool or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of DME Tool or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of DME Tool except the President has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President of DME Tool.

In consideration for employment with DME Tool, if employed, I agree to conform to the rules, regulations, policies and procedures of DME Tool at all times and understand that such compliance is a condition of employment. I understand that due to the nature of DME Tool business, attendance and punctuality are considered essential requirements of every job at DME Tool and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with DME Tool, I may be required to submit to a pre-employment drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references and any others who have information about me to provide such information to DME Tool and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature _____

Date _____

Printed name of applicant _____

Name and number of person completing this form if other than applicant: _____

DRILL MASTERS-ELDORADO TOOL, INC. IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.

TO THE APPLICANT – GREETINGS FROM DRILL MASTERS-ELDORADO TOOL, INC.!

Please read the instructions below thoroughly:

- 1. Please fill in all areas of information as thoroughly as possible.**
- 2. Please list your four last employers – do not omit any. If you have a resume, please attach it; however, you still must complete the application in its entirety, including the “Employment History” area.**
- 3. Make sure you give professional references.**
- 4. Please read the last page, “Applicant Acknowledgement and Authorization”, thoroughly before signing.**
- 5. If there is any additional information you need to include and you run out of space, you may use the back of the form as well.**
- 6. If you have any questions regarding the application, please don’t be afraid to ask.**

Thank you for your interest in our company. Have a great day!