



Application for employment

Position applied for: _____ Days/Hours available: _____

Name: _____ S.S. # _____ Phone: _____

Address: _____ City: _____ St. _____ Zip: _____

Highest grade of school completed: _____ School: _____

Job History

Begin with your most recent job and list longest or most important jobs held

Company: _____ Address: _____

Start Date: _____ Left Date: _____ Job Title: _____ Pay: _____

Reason for leaving: _____

Company: _____ Address: _____

Start Date: _____ Left Date: _____ Job Title: _____ Pay: _____

Reason for leaving: _____

Company: _____ Address: _____

Start Date: _____ Left Date: _____ Job Title: _____ Pay: _____

Reason for leaving: _____

Comments:

Signature: _____ Date: _____

Employment is contingent upon successful completion of drug test.

Drug and Alcohol-Free Workplace

C & C Machining Inc. requires that all applicants for employment who have received conditional offers of employment for a particular position be tested for use of controlled substance or abuse of illegal drugs. Only those receiving a negative result will be considered for employment.

Employees are expected and required to report to work on time and in a appropriate mental and physical condition for work. It is our intent and obligation to provide a drug free, healthful, safe, and secure work environment.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on company premises, or while conducting company business off company premises, is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, as well as possible criminal consequences.

When a supervisor observes behavior or performance problems or other evidence by an employee which appears to have an adverse effect on his or her personal safety or job performance due to the use of drugs or alcohol, it will be brought to the immediate attention of management, will make a decision based on the facts to have the employee submit to a drug screen within the next 24 hour period. Refusal to test will result in corrective actions to include termination of employment. **Advance notice is not required to test for cause.**

Drug testing will be required immediately after an on the job report will accident or incident to confirm or refute drug or alcohol use as a possible cause. Refusal to submit to the test as directed will be grounds for immediate dismissal.

Under the Drug Free Workplace Policy Act of 1988, employees must, as a condition of employment, abide by the terms of this policy and must report to the employer any conviction under criminal drug statute for violations occurring on company premises, or off company premises while on company business, within five days of such conviction.

C & C Machining Inc. reserves the right to unannounced drug testing for the health and safety of all employees.

Notice

In compliance with the Iowa Smoke Free Air Act, C & C Machining Inc. is a smoke free facility in all enclosed areas and vehicles. Designated smoking areas and times are at the discretion of management. CNC machine incorporated is a "zero tolerance" facility, employees violating the Iowa Smoke Free Air Act are subject to termination.

By submitting this document, I agree that I have read and understand all of the above. I also understand that my signature will be required upon completion of a face to face interview.

Signature: _____ Date: _____