



LAST NAME: _____ FIRST NAME: _____

CONTACT NUMBER(s): _____ Location: _____

BEST TIME TO CALL: _____ AM PM Position Applying For: _____

I confirm that I carefully read and understand all of the information below, and have responded honestly and accurately.

Signature: _____ Date: _____

Carefully read and check the appropriate box		YES	NO			
A.	Are you willing to follow safety procedures?	<input type="checkbox"/>	<input type="checkbox"/>			
B.	Are you eligible to work in the United States?	<input type="checkbox"/>	<input type="checkbox"/>			
C.	Are you at least 18 years of age?	<input type="checkbox"/>	<input type="checkbox"/>			
D.	Do you have a high school diploma or equivalent?	<input type="checkbox"/>	<input type="checkbox"/>			
E.	Are you able and willing to work in a drug-free and tobacco-free [smoke and smokeless] environment?	<input type="checkbox"/>	<input type="checkbox"/>			
F.	As part of the selection process, candidates need to complete an unpaid 2 hour assessment. Are you willing and able to complete the unpaid 2 hour assessment as part of the selection process?	<input type="checkbox"/>	<input type="checkbox"/>			
G.	Are you willing to submit to a drug screening and physical function assessment as required for securing this position? [Note: Random drug screening is performed after employment]	<input type="checkbox"/>	<input type="checkbox"/>			
H.	Are you willing to agree to have background and reference checks conducted as required for securing this position?	<input type="checkbox"/>	<input type="checkbox"/>			
I.	Are you willing and able to work 8- to 12-hour work days (average of 10 hrs.), which may include weekends, nights, and holidays?	<input type="checkbox"/>	<input type="checkbox"/>			
J.	Are you willing and able to work overtime whenever the company requires [with little or no notice]?	<input type="checkbox"/>	<input type="checkbox"/>			
K.	Are you able and willing to work in and around conditions, which may include and are not limited to: exposure to chemicals, heat and high humidity [temperatures greater than 100 degrees F], outside temperatures, moving equipment, and loud noise [90 decibels along with hearing protection]?	<input type="checkbox"/>	<input type="checkbox"/>			
L.	Are you able and willing to work in a position that requires standing up to 10 hours during a shift and walking distances that may exceed a mile and be able to work in areas exceeding?	<input type="checkbox"/>	<input type="checkbox"/>			
M.	Are you able and willing to climb stairs or ladders repeatedly during a shift?	<input type="checkbox"/>	<input type="checkbox"/>			
N.	Are you able and willing to perform repetitive and physically demanding tasks for extended periods (lifting 45 pounds routinely, walking, climbing, pushing, twisting, and stooping) throughout the shift while maintaining a steady, high energy pace?	<input type="checkbox"/>	<input type="checkbox"/>			
O.	Are you able to hear and distinguish alarms?	<input type="checkbox"/>	<input type="checkbox"/>			
P.	Are you able to hear and follow verbal work instructions [in English]?	<input type="checkbox"/>	<input type="checkbox"/>			
Q.	Are you able to read and follow information written in English [e.g. Standard Operating Procedures, technical manuals, operator handbooks, company policies, etc.]?	<input type="checkbox"/>	<input type="checkbox"/>			
R.	Are you able and willing to work with fingers to manipulate small parts with precision and hands to manipulate medium sized objects, materials or tools?	<input type="checkbox"/>	<input type="checkbox"/>			
S.	Are you able and willing to wear required personal protective equipment, which may include and is not limited to: safety glasses, goggles, hearing protection, steel-toed boots, gloves, and other protective equipment/clothing as required for specific jobs?	<input type="checkbox"/>	<input type="checkbox"/>			
In advance of contacting your previous employers regarding your job performance and attendance:						
a)	How many days of scheduled work did you miss during the last 6 months of employment?	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2 - 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5+
b)	How many days were you late to work during the last 6 months of employment?	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2 - 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5+
c)	How many "warnings" did you receive during the last 6 months of employment?	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2 - 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5+
How many hours of overtime are you able and willing to work each week?		<input type="checkbox"/> None	<input type="checkbox"/> 5 hrs	<input type="checkbox"/> 10 hrs	<input type="checkbox"/> 15 hrs	<input type="checkbox"/> 20+ hrs
The following actions are requirements associated with job performance. Check the appropriate box confirming YES you <i>are willing and able</i> , or NO you <i>are not willing or able</i> to perform each action listed.				YES	NO	
1.	Maintain strict adherence to safety rules and regulations and quality standards.	<input type="checkbox"/>	<input type="checkbox"/>			
2.	Work in an environment where paying attention to the smallest details of a task are important.	<input type="checkbox"/>	<input type="checkbox"/>			
3.	Work in an environment where attendance and reporting to work on time are a requirement of employment.	<input type="checkbox"/>	<input type="checkbox"/>			

	YES	NO
4. Collect, organize and summarize information; check, compare, and copy numbers, etc.	<input type="checkbox"/>	<input type="checkbox"/>
5. Perform basic industrial math to add, subtract, multiply, or divide.	<input type="checkbox"/>	<input type="checkbox"/>
6. Learn on-the-job and cross train others on the job.	<input type="checkbox"/>	<input type="checkbox"/>
7. Frequently use problem-solving techniques on the job.	<input type="checkbox"/>	<input type="checkbox"/>
8. Work in an environment where priorities frequently change.	<input type="checkbox"/>	<input type="checkbox"/>
9. Adapt to effectively meet demanding production, repair and/or maintenance schedules.	<input type="checkbox"/>	<input type="checkbox"/>
10. Work with limited supervision.	<input type="checkbox"/>	<input type="checkbox"/>
11. Safely work with powered and non-powered tools and equipment.	<input type="checkbox"/>	<input type="checkbox"/>
12. Use various measuring/measurement instruments.	<input type="checkbox"/>	<input type="checkbox"/>
13. Distinguish different types and quality of materials and metals.	<input type="checkbox"/>	<input type="checkbox"/>
14. Perform other duties and tasks as assigned to the position.	<input type="checkbox"/>	<input type="checkbox"/>
15. Conduct housekeeping to maintain cleanliness of the overall plant, as well as work area.	<input type="checkbox"/>	<input type="checkbox"/>
16. Work productively with individuals of a diverse background and culture to support a high performance team environment.	<input type="checkbox"/>	<input type="checkbox"/>
17. Comply with and support a harassment free work environment.	<input type="checkbox"/>	<input type="checkbox"/>
18. Work in an environment that requires removal of all body jewelry for safety purposes while performing certain job duties.	<input type="checkbox"/>	<input type="checkbox"/>
19. Comply with all plant rules and all company HR policies and practices.	<input type="checkbox"/>	<input type="checkbox"/>
20. Comply with all governmental mandated rules and regulations (for example, OSHA).	<input type="checkbox"/>	<input type="checkbox"/>
21. Sign a non-disclosure and confidentiality agreement about the company, its products, processes, its customers and clients and work performed.	<input type="checkbox"/>	<input type="checkbox"/>

Manufacturing, Assembly and Production Environments [Indicate industry: _____]

1 yr. or less 1-3 yrs 3-5 yrs 5-10 yrs 10+ yrs Manufacturing Assembly Production

Manufacturing in Marine Industry

Off shore Large Boat Small Boat
 1 yr. or less 1-3 yrs 3-5 yrs 5-10 yrs 10+ yrs

Other:

CNC Machinist Experience QC Office Managerial
 1 yr. or less 1-3 yrs 3-5 yrs 5-10 yrs 10+ yrs

Reading Manual Drawing and Blueprints

1 yr. or less 1-3 yrs 3-5 yrs 5-10 yrs 10+ yrs

Fabrication [e.g., assembling small parts, metal working, etc.]

1 yr. or less 1-3 yrs 3-5 yrs 5-10 yrs 10+ yrs

Performing Measurements to the 1/16 of an inch

1 yr. or less 1-3 yrs 3-5 yrs 5-10 yrs 10+ yrs

Using Small Hand Tools (powered and non-powered)

1 yr. or less 1-3 yrs 3-5 yrs 5-10 yrs 10+ yrs

Welding Process

Tig Mig Steel Aluminum
 1 yr. or less 1-3 yrs 3-5 yrs 5-10 yrs 10+ yrs

Wiring Marine Electrical Systems

DC AC
 1 yr. or less 1-3 yrs 3-5 yrs 5-10 yrs 10+ yrs

Reading Welding Symbols

1 yr. or less 1-3 yrs 3-5 yrs 5-10 yrs 10+ yrs

Reading Electrical Diagrams

1 yr. or less 1-3 yrs 3-5 yrs 5-10 yrs 10+ yrs

Trimming and Fitting Plate and Extrusion

1 yr. or less 1-3 yrs 3-5 yrs 5-10 yrs 10+ yrs

Marine Electronics [e.g., installation, programming, etc.]

1 yr. or less 1-3 yrs 3-5 yrs 5-10 yrs 10+ yrs

Preparing Surfaces for Welding [e.g., gouging, grinding, etc.]

1 yr. or less 1-3 yrs 3-5 yrs 5-10 yrs 10+ yrs

Installation of Marine Engines and Associated Systems

1 yr. or less 1-3 yrs 3-5 yrs 5-10 yrs 10+ yrs

Inspecting Welds

1 yr. or less 1-3 yrs 3-5 yrs 5-10 yrs 10+ yrs

Installation of Marine Plumbing and Fuel Systems

1 yr. or less 1-3 yrs 3-5 yrs 5-10 yrs 10+ yrs

If you have a resume to attach to the questionnaire, please skip employer information and proceed to question 1.

Most Recent/Current Employer:	Last Position Held:	Employment Dates:	Reason for Leaving
Second Previous Employer:	Last Position Held:	Employment Dates:	Reason for Leaving
Third Previous Employer:	Last Position Held:	Employment Dates:	Reason for Leaving

1. From your overall experience, what job duties have you liked the most? Why?
2. What job duties have you liked the least? Why?
3. What technical education, training or experience do you have that could have a positive impact on performance at Metal Shark?
4. In advance of conducting reference and background checks, how will your past employers describe your punctuality and overall job performance?

CONTINUE TO NEXT PAGE.

5. Please explain fully all gaps in your employment history in excess of one month.

6. Have you ever been terminated or asked to resign from any job? NO YES If YES, how many times? _____

7. Has your employment ever been terminated by mutual agreement? NO YES If YES, how many times? _____

If you answered YES to either 6) or 7) above, please explain the circumstances of each occasion below.

8. In advance of conducting a reference check, how many on-the-job safety violations have you had in the last 2 years you worked?
 None 1 2 3 or more [If any, explain the circumstances of the safety violation(s).

INSTRUCTION FOR ANSWERING THE NEXT TWO QUESTIONS:

Do not include convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program.

9. Have you ever plead guilty or no contest to, or been convicted of any felony/criminal offense other than the applicable exceptions listed above? NO YES

10. Have you ever been arrested for any matters for which you currently are out on bail or on your own recognizance pending trial? NO YES

CRIMINAL OFFENSES ONLY: If you answered YES, to either of the above two questions, please provide the date(s) and explain in accordance with the above instructions so that individual circumstances can be considered.

NOTE: Criminal convictions or arrests will not automatically disqualify an applicant from a particular job. The company will consider the nature of the crime, its seriousness, the substantial relation to the position's functions and qualifications, the number of occurrences, the applicant's age at the time of the crime, the time elapsed since the crime, the applicant's entire work and educational history, employment references and recommendations, and the business necessity of any exclusion when and as required by law.