



# Rosenboom Machine & Tool, Inc.

Mail all applications to our corporate office: 1530 Western Avenue, P.O. Box 280, Sheldon, IA 51201  
 Telephone: Sheldon (712) 324-4854 Spirit Lake (712) 336-0706  
 Fax: Sheldon (712) 324-4522 Spirit Lake (712) 336-5359

## APPLICATION FOR EMPLOYMENT

**NOTE:**

- You must be 18 years old and legally eligible for employment in the United States.
- A high school diploma or GED is preferred for employment.
- Please answer all questions completely and accurately; incomplete and illegible applications may not be processed.
- This application is not an employment contract.
- RMT, Inc. policy is to verify information supplied by all applicants.
- Qualified applicants will receive consideration regardless of race, age, marital status, creed, national origin or disabilities.
- Criminal convictions do not necessarily bar applicants from employment.
- Standing for long periods of time and lifting are essential functions for most production positions.
- A pre-employment physical and substance abuse screen are required.

**PLEASE PRINT**

Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street City State Zip

E-Mail Address: \_\_\_\_\_ Best time to contact you? \_\_\_\_\_

Are you at least 18 years of age?  No  Yes Are you authorized to work in the United States?  No  Yes

How did you hear about RMT? (RMT Employee, Newspaper Ad, etc.) \_\_\_\_\_

For which position are you applying? (Please specify) \_\_\_\_\_ Start date: \_\_\_\_\_

Which plant location are you interested in?  Sheldon  Spirit Lake  Either

What shift would you prefer?  Fulltime  Part-time/Seasonal Please list hours available: \_\_\_\_\_

Dayshift  Nightshift  Either

Do you have any commitments that may make it difficult for you to consistently work full shift hours?

Have you used names or Social Security #s other than given above?  No  Yes: Explain \_\_\_\_\_

Have you applied at RMT in the last 6 months?  No  Yes Have you previously been employed by RMT?  No  Yes

Have you been convicted of any crime in the last 5 years?  No  Yes

If yes, list type, county, state and date (List all convictions except moving traffic violations). *RMT may verify*

**EDUCATION:** Please circle highest grade completed: High School 9 10 11 12 College/Technical School 1 2 3 4 5+

Do you have a high school diploma?  No  Yes If not, do you have a GED?  No  Yes

School Name, City & State	Course of Study/Degree Attained
High School	General
College/Technical School	
<b>Current Enrollment</b>	



**BUSINESS REFERENCES** *Include only individuals familiar with your work ability (example-co-workers).* **DO NOT INCLUDE RELATIVES.**

Name	Telephone Number	Business Relationship and Years Known
1.		
2.		

Have you ever been warned or discharged by an employer for absenteeism, tardiness, failure to notify your employer when absent, or any other attendance problem?     No     Yes

Have you ever been warned about or discharged for sexual harassment, fighting, weapons, or related offenses?     No     Yes

Have you ever been warned or discharged by a past employer for violating safety rules?     No     Yes

Please explain if you responded *yes* to any of the three previous questions:

\_\_\_\_\_

\_\_\_\_\_

Please list any additional work related experiences, hobbies or certifications related to machining, welding, fabricating or mechanical blue print reading or related to the job for which you are applying.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATION AND RELEASE**

I certify that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize RMT, Inc. and/or its agents, including consumer-reporting bureaus, to verify any of the information I have provided. I authorize all former employers, persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release and hold harmless said persons from any liability for any damage whatsoever for issuing this information. I also understand that the use of controlled substances is prohibited during employment. I am willing to submit to drug/alcohol testing to detect the use of illegal drugs prior to and during employment. I understand that this application or the acceptance of the same does not constitute an employment contract of any kind. I further understand and agree that if employed, the employment will be "at will". That is, either Rosenboom Machine & Tool, Inc. or I may end the employment relationship at any time for any reason or for no reason.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Accepted    Yes    No    Start Date: \_\_\_\_\_

Type: Standard    PT    Seasonal    Shift: Days    Nights    Shift #: \_\_\_\_\_

Education: No Education    High School/GED    Some College    2 yr Degree    4 yr Degree

Department: \_\_\_\_\_ Rate \_\_\_\_\_/Hour    By: \_\_\_\_\_

Supervisor: \_\_\_\_\_ ID Code: \_\_\_\_\_ ID Number: \_\_\_\_\_