

# **EMPLOYMENT INQUIRY**

PH 410-687-3020 FX 410-687-4619 info@clarkmachine.com WWW.CLARKMACHINE.COM

I understand that this is not an Employment Application. This will however be reviewed and my qualifications considered for possible job openings in the near future. If this company finds my qualifications and employment background match a current opening I will be contacted to complete an Application of Employment, Pre-Employment Physical and Drug Screen Test.

#### The information below is needed to complete this review. (Please Print)

| NAME:   |         |          |             |
|---------|---------|----------|-------------|
| (Last)  | (First) | (Middle) | Today' Date |
| Address |         |          |             |
| City    | State   | Zip      | Phone No.   |

### **TYPE OF EMPLOYMENT AVAILABLE FOR:**

| Position Sought |           |               | Desired Wage |
|-----------------|-----------|---------------|--------------|
| Seasonal        | Temporary | Full Time     | Part Time    |
| Days Available: |           | Hours/Shift A | Available:   |

## **EMPLOYMENT EXPERIENCE:**

| Present or Most Recent Position: | Dates Employed: | Wages: | Reason For Leaving: |
|----------------------------------|-----------------|--------|---------------------|
| Describe Your Primary Duties:    | •               |        |                     |

| Prior Position:               | Dates Employed: | Wages: | Reason For Leaving: |
|-------------------------------|-----------------|--------|---------------------|
| Describe Your Primary Duties: |                 |        |                     |

### **EDUCATION:**

Check the number of years completed for each of the following:

High School 1 2 3 4

Indergrad College

| Gra | duate | Colle |
|-----|-------|-------|
| 1   | 2     | 3     |

Describe Courses of Major Concentration: Attach copies of any certifications:

Undergrad College

|    | _ |  |
|----|---|--|
| ge |   |  |
| 4  |   |  |
|    |   |  |

List any Professional, Technical or Other Training Relative To The Type of Employment Sought:

All individuals considered for employment are evaluated without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a non-job related disability or any other legally protected status.

Signature

Date