



**Employment  
Application**

2331 N. 42nd St.  
Grand Forks, ND 58203  
Ph: (701) 772-5541  
Fax: (701) 772-1636  
www.youngmfg.com

**Personal Information**

Last name                      First                      Middle			Date:
Street address			<b>Phone Numbers</b> Home: (    ) Work: (    ) Cell: (    )
City, State, Zip			<b>Expected Pay</b>
Position applying for			<b>Willing to work overtime:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
Shift applying for and employment status Day shift <input type="checkbox"/> Full time <input type="checkbox"/> Night shift <input type="checkbox"/> Part time <input type="checkbox"/> Other _____			<b>Willing to work shift work?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you legally eligible for employment in the United States?			When would you be available for work?

**Education**

School Type	Name and Location of School	Course and Study	Graduate
High school			Yes <input type="checkbox"/> No <input type="checkbox"/>
Trade/Tech/Business			Yes <input type="checkbox"/> No <input type="checkbox"/>
College			Yes <input type="checkbox"/> No <input type="checkbox"/>

**Other special training or skills**


List names of any friends or relatives working for Young Mfg. Inc.

Young Mfg. Inc. is an Equal Opportunity Employer, prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.



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**Employment History**

1

<b>Company Name</b>	<b>Phone Number</b> Work: ( )
<b>Address</b>	<b>Employment Dates</b> From To
<b>Name of Supervisor</b>	<b>Weekly Pay</b> Starting Ending
<b>Job title and Describe your work</b>	<b>Reason for Leaving</b>

2

<b>Company Name</b>	<b>Phone Number</b> Work: ( )
<b>Address</b>	<b>Employment Dates</b> From To
<b>Name of Supervisor</b>	<b>Weekly Pay</b> Starting Ending
<b>Job title and Describe your work</b>	<b>Reason for Leaving</b>

3

<b>Company Name</b>	<b>Phone Number</b> Work: ( )
<b>Address</b>	<b>Employment Dates</b> From To
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General Information

Have you ever been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, or sealed by the court.
No [ ] Yes [ ] If yes describe in full.

How long at your Present address? \_\_\_\_\_ Years
If less than five years list Previous address:

Signature

The information provided in this application is true, correct, and complete. If employed any misstatement or omission of fact on this application may result in my dismissal.
I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.
Signature: Date:

Items below for office use only

Reference Check

Table with 2 columns: Person Contacted, Results. Rows for Employer1 and Employer2.

Interview Notes

Large empty rectangular box for interview notes.



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**ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:**

- ~Must be able to lift weight appropriate to assigned task.  
(Mechanical lifts are available for heavier loads).
- ~Must be able to stand or sit for extended periods.  
(Up to three (3) hours of consecutive sitting or standing)
- ~Must be able to bend at waist and/or knees to properly lift pans of parts.
- ~Must be able to push loads (on carts) up to 500 lbs.
- ~Must be able to use arm or leg controls to operate machinery.
- ~Must be able to perform simple addition, copying figures, counting and recording.
- ~Must be able to follow written, verbal, or diagrammatic instructions.
- ~Must be able to safely perform repetitive motions with fingers, wrists, hands, arms and legs.

**Working Conditions:**

- ~Generally indoors year round, heated work areas in winter.
- ~May have to work in slight dust and smoke.

**\*REQUIRED\***

**APPLICANT DOCUMENTATION**

**NOTICE:** Applicants who **DO NOT** present proper documentation **CANNOT BE HIRED.**

*As a condition of employment with **YOUNG MFG., Inc.** successful applicants will be asked to present one of the following documents before being hired:*

- 1. U.S. passport (can be expired).**
- 2. Certificate of U.S. Citizenship or Certificate of Naturalization.**
- 3. Unexpired foreign passport authorizing U.S. employment (with official embossed Seal of U.S. State Department)**
- 4. U.S. issued resident alien card containing applicant's identification, photograph, and authorization to work in the U.S.A.**

*If none of the above is available, successful applicants must present one of the following:*

- A. U.S. Social Security Card.**
- B. Certificate of birth in the U.S.**
- C. Certificate establishing U.S. nationality at birth.**

*Applicants who present a Social Security card, U.S. birth certificate or certificate of U.S. nationality must also present one of the following identification cards:*

- \* Valid U.S. driver's license containing a photograph.**
- \*Other state-issued identification card containing a photograph.**