



"Chain and Sprocket Specialists"

# ALLIED-LOCKE INDUSTRIES INCORPORATED

"An Equal Opportunity Employer"

1088 Corregidor Road • P.O. Box 509 • Dixon, Illinois 61021-0509  
PHONE (815) 288-1471

## APPLICATION FOR EMPLOYMENT

Qualified applicants receive equal consideration at Allied-Locke. No question is asked to exclude any applicant because of race, creed, color, national origin, religion, age, or sex, as prohibited by law or regulation. Should you object to answering any question believing it to violate any equal opportunity law or regulation, do not answer the question but express your objection to the interviewer. If you have no such objection, please answer each question as fully as possible.

### I. GENERAL

Date \_\_\_\_\_

A. Name \_\_\_\_\_  
(Please Print) (Last) (First) (Middle) (Telephone)

B. Present Address \_\_\_\_\_  
(No. & Street) (City) (State) (Zip Code)

C. Job applied for \_\_\_\_\_ Minimum weekly salary required \_\_\_\_\_

D. How did you become interested in Allied?: want ads \_\_\_ relative or friend \_\_\_ person at Allied \_\_\_  
highway sign \_\_\_ other source \_\_\_\_\_

E. If you were known by another name at another place of employment, provide that name and dates used  
\_\_\_\_\_

F. Do you have transportation to and from Allied-Locke? Yes \_\_\_ No \_\_\_

G. Were you ever interviewed at Allied-Locke? Yes \_\_\_ No \_\_\_ If yes, by whom?  
Personnel Director \_\_\_ Foreman \_\_\_ Other (explain) \_\_\_\_\_

H. Date available for employment \_\_\_\_\_

### II. PERSONAL

A. Are you over 18? \_\_\_ Under 18 \_\_\_

B. Are you legally able to work in the U.S.A.? Yes \_\_\_ No \_\_\_ (Green Card No. \_\_\_\_\_)

C. Is there a person with whom we could leave a telephone message in the event of a future employment opportunity? \_\_\_\_\_  
(Name) (Number)

D. Do you have any job or career goals which might be of interest to our company? \_\_\_\_\_

E. Do you anticipate anything interfering with your regular attendance as a full-time employee here?  
\_\_\_\_\_

F. Are you now or do you expect to be engaged in any other business or employment?  
Yes \_\_\_ No \_\_\_ If so, explain \_\_\_\_\_

G. List any awards, achievements, patents, publications, leadership positions, etc., with which you have been credited \_\_\_\_\_

Welding

Tool

Set-Up

Ship.

Press

Maint.

Furnace

Fork-Lift

Assembl RC

Assembl SD

IND'L Asbly

## EMPLOYMENT RECORD

A. Were you ever employed by Allied-Locke Industries? Yes \_\_\_ No \_\_\_ If so, when \_\_\_\_\_  
Department \_\_\_\_\_ Reason for leaving \_\_\_\_\_

B. Employment history

EMPLOYMENT  
(PRINT)

DESCRIBE WORK YOU DID  
(INCLUDE RESPONSIBILITIES, SUPERVISORY DUTIES, ETC.)

1. Present or most recent employer  
Starting date \_\_\_\_\_  
Name \_\_\_\_\_ Ending date \_\_\_\_\_  
City & State \_\_\_\_\_ Starting pay \_\_\_\_\_ /week  
Present or  
Telephone No. \_\_\_\_\_ Ending pay \_\_\_\_\_ /week  
Title of Position Held \_\_\_\_\_ Average Number of work days  
missed per month: one or fewer \_\_\_  
Reason for Leaving \_\_\_\_\_ 2-4 \_\_\_ 5 or more \_\_\_

2. Next previous employer  
Starting date \_\_\_\_\_  
Name \_\_\_\_\_ Ending date \_\_\_\_\_  
City & State \_\_\_\_\_ Starting pay \_\_\_\_\_ /week  
Present or  
Telephone No. \_\_\_\_\_ Ending pay \_\_\_\_\_ /week  
Title of Position Held \_\_\_\_\_ Average Number of work days  
missed per month: one or fewer \_\_\_  
Reason for Leaving \_\_\_\_\_ 2-4 \_\_\_ 5 or more \_\_\_

3. Next previous employer  
Starting date \_\_\_\_\_  
Name \_\_\_\_\_ Ending date \_\_\_\_\_  
City & State \_\_\_\_\_ Starting pay \_\_\_\_\_ /week  
Present or  
Telephone No. \_\_\_\_\_ Ending pay \_\_\_\_\_ /week  
Title of Position Held \_\_\_\_\_ Average Number of work days  
missed per month: one or fewer \_\_\_  
Reason for Leaving \_\_\_\_\_ 2-4 \_\_\_ 5 or more \_\_\_

4. Next previous employer  
Starting date \_\_\_\_\_  
Name \_\_\_\_\_ Ending date \_\_\_\_\_  
City & State \_\_\_\_\_ Starting pay \_\_\_\_\_ /week  
Present or  
Telephone No. \_\_\_\_\_ Ending pay \_\_\_\_\_ /week  
Title of Position Held \_\_\_\_\_ Average Number of work days  
missed per month: one or fewer \_\_\_  
Reason for Leaving \_\_\_\_\_ 2-4 \_\_\_ 5 or more \_\_\_

## EDUCATION AND EXPERIENCE

A. What education or training have you had for the job you are applying for? (please list)

\_\_\_\_\_  
\_\_\_\_\_

B. Have you had any other education or training which might be important if you were considered for other positions with Allied-Locke? high school \_\_\_ college \_\_\_ other \_\_\_

If so, please list all relevant courses or training completed: \_\_\_\_\_

\_\_\_\_\_

C. Have you had any job experience or otherwise possess any of the job skills listed below? If so, please use the appropriate spaces to estimate the number of full-time months you have worked at similar positions. (for example: welding 6 months) **NOTE:** Not all of these skills are required of applicants for any particular position, but our awareness of your background will aid us in placing you in a job most advantageous to you and to the company.

**GENERAL FACTORY**

Agricultural chain assembly \_\_\_\_\_  
 If so, please specify positions \_\_\_\_\_  
 \_\_\_\_\_  
 General factory work \_\_\_\_\_  
 Small piece assembly \_\_\_\_\_  
 Large assembly \_\_\_\_\_  
 Furnace, heat-treat \_\_\_\_\_  
 Riveting machine \_\_\_\_\_  
 Welding \_\_\_\_\_  
 Mig \_\_\_\_\_  
 Tig \_\_\_\_\_  
 Stick \_\_\_\_\_  
 Operator of other machinery \_\_\_\_\_  
 If so, please specify \_\_\_\_\_  
 \_\_\_\_\_

**MAINTENANCE**

Machine repair, maintenance \_\_\_\_\_  
 Diagnosed trouble on machines \_\_\_\_\_  
 Machine set-up \_\_\_\_\_  
 If so, indicate type of machines \_\_\_\_\_  
 \_\_\_\_\_  
 Hydraulic installation or repair \_\_\_\_\_  
 Electrical installation \_\_\_\_\_  
 110 \_\_\_\_\_ 220 \_\_\_\_\_ 440 \_\_\_\_\_  
 Electrical repair \_\_\_\_\_  
 Electronics \_\_\_\_\_  
 Heating systems \_\_\_\_\_  
 Air-conditioning systems \_\_\_\_\_  
 Plumbing \_\_\_\_\_  
 Painting \_\_\_\_\_  
 Work at heights, on ladders \_\_\_\_\_

**PUNCH PRESSES, STAMPING MACHINES**

Manual punch press \_\_\_\_\_  
 Automatic press \_\_\_\_\_  
 Progressive-die press \_\_\_\_\_  
 Punch press set-up \_\_\_\_\_  
 Progressive-die set-up \_\_\_\_\_

**OTHER MECHANICAL SKILLS**

Farming \_\_\_\_\_  
 Automotive engine repair \_\_\_\_\_  
 Other engine repair \_\_\_\_\_  
 Other - specify \_\_\_\_\_  
 \_\_\_\_\_

**PRODUCTION TURNING & MILLING**

CNC Lathe \_\_\_\_\_  
 CNC Mill \_\_\_\_\_  
 CNC VTL \_\_\_\_\_  
 CNC Flame Cut \_\_\_\_\_  
 CNC Plasma Cut \_\_\_\_\_

**SHIPPING/RECEIVING**

Shipping, warehouse \_\_\_\_\_  
 Material handling \_\_\_\_\_  
 Fork-lift driving \_\_\_\_\_

**TOOL ROOM**

Operated lathe \_\_\_\_\_  
 Operated mill \_\_\_\_\_  
 Operated grinder \_\_\_\_\_  
 Operated boring machine \_\_\_\_\_  
 Operated drill press \_\_\_\_\_  
 Other \_\_\_\_\_  
 Read blueprints \_\_\_\_\_  
 Used gauges/measuring instruments \_\_\_\_\_

**SUPERVISORY SKILLS**

Inspection, quality control \_\_\_\_\_  
 Group leader, assistant foreman \_\_\_\_\_  
 Other supervisory position \_\_\_\_\_  
 (list, specify no. of people)

D. Have you served in the U.S. Armed Forces? Yes \_\_\_ No \_\_\_ Branch \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_ Starting rank \_\_\_\_\_ Ending \_\_\_\_\_ Type of Discharge \_\_\_\_\_  
 Reserve Status \_\_\_\_\_ Principal duties and responsibilities \_\_\_\_\_  
 Service schools or special experience \_\_\_\_\_  
 If you have taken any training under the G.I. Bill of Rights, please describe \_\_\_\_\_  
 E. Do you have any special interests or hobbies in the areas of electronics \_\_\_ metal work \_\_\_ mechanics \_\_\_  
 other \_\_\_ Explain \_\_\_\_\_

F. Use this space to tell us any additional information about yourself: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**MISCELLANEOUS**

Have you ever been bonded? Yes \_\_\_ No \_\_\_ Refused? Yes \_\_\_ No \_\_\_

**PERSONAL REFERENCES** (Not former employers or relatives)

Name Address Phone Relationship to you

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PRE-EMPLOYMENT STATEMENT**

I certify that all the statements and answers to the above statements are true to the best of my knowledge and that any false statements or misrepresentations made by me on this application or any supplement to it shall be grounds for my termination should I be employed by Allied-Locke.

I understand that, should I be selected for employment, I must pass a drug and alcohol test, meet the customary employment requirements, and agree to abide by all the rules and regulations of Allied-Locke Industries, Inc.

I authorize an investigation of my past employment activities and statements contained in this application and release from all liability and responsibility all persons, companies, or corporations supplying such information.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**INFORMATION UPON HIRING**

Hired, date \_\_\_\_\_  
 To start \_\_\_\_\_  
 Job classification \_\_\_\_\_  
 Department \_\_\_\_\_  
 Supervisor \_\_\_\_\_  
 Pay rate \_\_\_\_\_  
 Needs glasses Yes \_\_\_ No \_\_\_  
 W-4 forms issued \_\_\_\_\_  
 Benefits explained \_\_\_\_\_  
 Co. policies presented \_\_\_\_\_  
 Handbook issued \_\_\_\_\_

Interviewed by:

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

**INTERVIEWER'S COMMENTS**

During the interview, the applicant appeared to demonstrate or possess:

	Much	Some	Little	None
Tractability				
Self-control				
Self-confidence				
Self-motivation				
Alertness				
Cooperation				
Interest in co. and product				
Interest in role of job in company				

Additional comments:

Recommendation if not hired: