



Return the completed form
via fax to 615-223-1939 or
Jobs@turnermc.com

Employment Application and Career History Form

This information will not be the only basis for hiring decisions. You are NOT required to furnish any information that is prohibited by federal, state, or local law.

First name	Last	Middle	Date of application:	
Home address	City	State	Zip code	Area code + telephone no. H () C ()
Best time to contact you:		Email:		

Position applied for _____ Earnings expected \$ _____ .00 Salary Hourly

(Please do not leave blank or write negotiable.
This section **must** be completed in order to aid us in the
interview and hiring process)

Have you applied at Turner Machine in the past? Applied Interviewed

Please explain: _____

I. BUSINESS EXPERIENCE: (Please start with your present or most recent position)

A. Firm _____ Address _____

City _____ State _____ Zip _____ Phone () _____

Kind of business _____ Employed from _____ To _____
(show months as well as years)

Base \$ _____
Bonus \$ _____

Title _____ Initial compensation \$ _____ Final total compensation \$ _____ Other \$ _____

Supervisory responsibility: _____

Name and title of immediate supervisor: _____

What (do) (did) you like most about your job? _____

What (do) (did) you least enjoy? _____

Reasons for leaving: _____

B. Firm _____ Address _____
 City _____ State _____ Zip _____ Phone (_____)
 Kind of business _____ Employed from _____ To _____
 (show months as well as years)
 Base \$ _____
 Bonus \$ _____

Title _____ Initial compensation \$ _____ Final total compensation \$ _____ Other \$ _____

Supervisory responsibility _____
 Name and title of immediate supervisor _____
 What did you like most about your job? _____
 What did you least enjoy? _____
 Reasons for leaving _____

C. Firm _____ Address _____
 City _____ State _____ Zip _____ Phone (_____)
 Kind of business _____ Employed from _____ To _____
 (show months as well as years)
 Base \$ _____
 Bonus \$ _____

Title _____ Initial compensation \$ _____ Final total compensation \$ _____ Other \$ _____

Supervisory responsibility _____
 Name and title of immediate supervisor: _____
 What did you like most about your job? _____
 What did you least enjoy? _____
 Reasons for leaving _____

Other Positions held:

	a. Company b. City	a. Your title b. Name of supervisor	Date (mo/yr)		Compensation		a. Type of work b. Reason for leaving
			a. Began	b. Left	a. Initial	B. Final	
D.	a. _____ b. _____	_____	_____	_____	\$ _____	\$ _____	_____
E.	a. _____ b. _____	_____	_____	_____	\$ _____	\$ _____	_____
F.	a. _____ b. _____	_____	_____	_____	\$ _____	\$ _____	_____
G.	a. _____ b. _____	_____	_____	_____	\$ _____	\$ _____	_____

Indicate by letter _____ any of the above employers you do not wish contacted.

II. MILITARY EXPERIENCE:

If in service, indicate branch _____ Date (mo/yr) entered _____ Date (mo/yr) discharged _____

Nature of duties _____

Highest rank or grade _____ Terminal rank or grade _____

Are you active in the active in the military reserves? Yes No

III. EDUCATION:

Last Calendar year attended _____ High School 1 2 3 4 (Circle highest grade completed)

Last Calendar year attended _____ College/Graduate School 1 2 3 4 5 6 7 (Circle highest grade completed)

High School

Name and location	Dates		Type of School	Grade	Total	Extracurricular activities, honors and awards
	From	To		Point Average	Credit Hours	
				(A= __)		
				(A= __)		
				(A= __)		

Part-time or summer intern work: _____

College/Graduate School

Name and location	Dates		Degree	Major	Grade	Total	Extracurricular activities, honors and awards
	From	To			point average	credit hours	
					(A= __)		
					(A= __)		
					(A= __)		

What undergraduate courses did you like most? Why? _____

What undergraduate courses did you like least? Why? _____

How was your education financed? _____

Part-time or summer intern work: _____

Other courses, seminars, or studies _____

IV. ACTIVITIES:

Membership in professional or job-relevant organizations (You may exclude groups that indicate race, color, religion, national origin, disability, or other protected status.)

Publications, patents, inventions, professional licenses, or additional special honors or awards

What qualifications, abilities, and strong points will help you succeed in this job?

What are your weak points and areas for improvement?

V. CAREER NEEDS:

Willing to relocate? Yes No

If no, explain: _____

Amount of overnight travel acceptable _____

How do you feel about overtime? _____

What are your career objectives? _____

VI. PERSONAL/PROFESSIONAL References (Do not include family members)

Name	Relationship to You	Occupation	Phone Number	Address	Length of Acquaintance

VII. OTHER:

1. Do you have the legal right to work for any employer in the United States? Yes No

2. Are you 18 years of age or older? Yes No

3. Have you ever been convicted of a misdemeanor or felony crime? Yes No

If so explain:

4. Have you ever been pulled over for DUI? Yes No

If so, were you arrested? Yes No

5. Have you ever filed bankruptcy? Yes No

6. Are you currently in layoff status and subject to recall? Yes No

7. Have you ever been terminated from a position? Yes No

If Yes, please explain: _____

8. Have you had disciplinary action for violating a workforce policy? Yes No

If Yes, please explain: _____

9. Do you have any problems lifting? Yes No

If Yes, please explain: _____

10. Do you have a valid TN. driver's license? Yes No

11. Has your driver's license ever been revoked? Yes No

If Yes, please explain: _____

12. What are your hourly expectations? _____

13. If we were to make you an offer, when could you start work? _____



Style Insights®

QUESTIONNAIRE

Style Insights®

Response Instructions

Rank the phrase **MOST** like you as number 1. Continue ranking until the phrase **LEAST** like you is ranked number 4. When all four phrases are in the correct order please move to the next set of phrases. Repeat the process until complete. While responding, keep your focus on the descriptions that apply to your behavior. Be ruthlessly honest with yourself! Go with your “gut” instinct—do not over-analyze! You should take no more than 15 minutes to respond to the assessment and it must be completed in one uninterrupted sitting.

Rank the items in each list. Number them from 1 to 4, with 1 as the **MOST** like you. Continue to rank until you have ordered all the phrases from **MOST** (1) to **LEAST** (4). Repeat the process until complete.

1.

- Enthusiastic
- Contented, satisfied
- Positive, confident
- Peaceful, tranquil

2.

- Careful, calculating
- Bold, daring
- Supportive
- Charming, delightful

3.

- Expressive
- Daring, risk-taker
- Diplomatic, tactful
- Satisfied, content

4.

- Respectful, shows respect
- Pioneering, exploring, enterprising
- Optimistic
- Accommodating, willing to please, ready to help

5.

- Willing, agreeable
- Eager, impatient
- Methodical
- High-spirited, lively, enthusiastic

6.

- Logical
- Obedient, will do as told, dutiful
- Unconquerable, determined
- Playful, frisky, full of fun

7.

- Adventurous, willing to take chances
- Analytical
- Cordial, warm, friendly
- Moderate, avoids extremes

8.

- Good mixer, likes being with others
- Structured
- Vigorous, energetic
- Lenient, tolerant of others' actions

9.

- Competitive, seeking to win
- Considerate, caring, thoughtful
- Outgoing, fun-loving, socially striving
- Harmonious, agreeable

10.

- Aggressive, challenger, takes action
- Life of the party, outgoing, entertaining
- Easy mark, easily taken advantage of
- Fearful, afraid

Rank the items in each list. Number them from 1 to 4, with 1 as the **MOST** like you. Continue to rank until you have ordered all the phrases from **MOST** (1) to **LEAST** (4). Repeat the process until complete.

11.

- Stimulating
- Sympathetic, compassionate, understanding
- Tolerant
- Aggressive

12.

- Talkative, chatty
- Controlled, restrained
- Conventional, doing it the usual way, customary
- Decisive, certain, firm in making a decision

13.

- Well-disciplined, self-controlled
- Generous, willing to share
- Animated, uses gestures for expression
- Persistent, unrelenting, refuses to quit

14.

- Sociable, enjoys the company of others
- Patient, steady, deliberate
- Self-reliant, independent
- Soft-spoken, mild, reserved

15.

- Gentle, kindly
- Persuasive, convincing
- Humble, reserved, modest
- Magnetic, attracts others

16.

- Captivating
- Kind, willing to give or help
- Resigned, gives in
- Force of character, powerful

17.

- Companionable, easy to be with
- Easygoing
- Outspoken, speaks freely and boldly
- Restrained, reserved, controlled

18.

- Factual
- Obliging, helpful
- Willpower, strong-willed
- Cheerful, joyful

19.

- Attractive, charming, attracts others
- Systematic
- Stubborn, unyielding
- Pleasing

20.

- Restless, unable to rest or relax
- Neighborly, friendly
- Popular, liked by many or most people
- Orderly, neat

Rank the items in each list. Number them from 1 to 4, with 1 as the **MOST** like you. Continue to rank until you have ordered all the phrases from **MOST** (1) to **LEAST** (4). Repeat the process until complete.

21.

- Challenging, assertive
- Critical thinker
- Casual, laid-back
- Light-hearted, carefree

22.

- Brave, unafraid, courageous
- Inspiring, motivating
- Avoid confrontation
- Quiet, composed

23.

- Cautious, wary, careful
- Determined, decided, unwavering, stand firm
- Convincing, assuring
- Good-natured, pleasant

24.

- Jovial, joking
- Organized
- Nervy, gutsy, brazen
- Even-tempered, calm, not easily excited



Turner Machine Co., Inc.

700 Swan Drive
Smyrna, TN 37167

CONFIDENTIALITY AGREEMENT

FOR AND IN CONSIDERATION OF the employment with Turner Machine Co., Inc., and the receipt of confidential information from Turner Machine Co., Inc., I agree on behalf of myself or any individual or company I represent that I will not disclose to any third party, directly or indirectly, or impart any knowledge or information, construct any device, machines, or products utilizing any of the information that I may become aware of or may be disclosed to me by Turner Machine Co., Inc., without prior written consent by the president or other officer of Turner Machine Co., Inc.

Confidential information shall mean any information, designs, drawings, sketches, memoranda, models, prototypes, tools, equipment, customer lists or information provided by Turner Machine Co., Inc.

This Agreement does not apply to any information which:

1. Is public domain;
2. Is now or subsequently becomes generally known and available by publication;
3. Can be proven to be known by the undersigned at the time of this Agreement and is part of their independent work product;
4. Is subsequently furnished by a third-party without a restriction on disclosure.

The undersigned agrees to be bound by this Confidentiality Agreement for a period of one year after the cessation of any employment or business relationship with Turner Machine Co., Inc.

Please Print Name

Title

Company

Signature

Date

FOR OFFICE USE ONLY

Name

Title

Acknowledged By

Date

I certify that answers given in this Employment Application and Career History Form are true, accurate, and complete to the best of my knowledge. I authorize investigation into all statements I have made on this form as may be necessary for reaching an employment decision.

In the event that I am employed, I understand that any false or misleading information I knowingly provided in my Employment Application and Career History Form or interview(s) may result in discharge and/or legal action. I understand also that if employed, I am required to abide by all rules and regulations of the employer and any special agreements reached between the employer and me.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time, and the employer may discharge the employee at any time, with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this company.

I HAVE READ THE ABOVE STATEMENTS, AND THE INFORMATION I HAVE PROVIDED IS ACCURATE.

Signature of Applicant

Date

Thank you for applying with Turner Machine Company, Inc.