



Employment Application

500 South Spencer Avenue, P.O. Box 468

Newton, Kansas 67114-0468

316-284-2020

Bunting® Magnetics Co. is an Equal Opportunity Employer; in compliance with federal and state laws, we do not base employment decisions on race, color, religion, sex, disability, national origin, age, or ancestry. Please answer the following questions honestly and completely.

PERSONAL INFORMATION

Last Name	First	Initial	Phone Number	Date Applied
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Present Street Address	City	State	Zip Code	How Long?
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Former Street Address	City	State	Zip Code	How Long?
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Email Address	Employee who referred you to position?
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Position Desired (first choice) _____	Position Desired (second choice) _____
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Shift Preference ____ Days ____ Evenings	If offered employment, when could you begin work? _____
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Are you legally eligible for employment in the U.S.? ____ Yes ____ No	Are you over the age of 18? ____ Yes ____ No
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Have you previously worked for Bunting Magnetics Co.. ____ Yes ____ No	If so, when? _____
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Have you ever been convicted of a felony? ____ Yes ____ No	If so, please explain _____
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(Note: Prior convictions will not necessarily preclude you from employment; factors relating to age and time of the offense, seriousness and nature of the violation, and rehabilitation will be considered. However, failure to complete this question honestly and completely will result in your application being discarded.)

EDUCATION INFORMATION

Name and Location of School	Diploma/Degree Received?	Course of Study/Type of Degree
High School: _____	____ Yes ____ No	_____
Vocational: _____	____ Yes ____ No	_____
College: _____	____ Yes ____ No	_____
Other: _____	____ Yes ____ No	_____

MILITARY SERVICE INFORMATION

Have you ever served in any branch of the U.S. Military? ____ Yes ____ No

If yes, what education or experience might be related to possible employment? _____

EMPLOYMENT HISTORY

Company Name	Address	Name of Supervisor	Tele #	May we contact?
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Beginning Date	Beginning Pay	Ending Date	Ending Pay
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Work Performed	Reason for Leaving
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Company Name	Address	Name of Supervisor	Tele #	May we contact?
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Beginning Date	Beginning Pay	Ending Date	Ending Pay
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Work Performed	Reason for Leaving
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Work Performed	Reason for Leaving
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Company Name	Address	Name of Supervisor	Tele #	May we contact?
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Beginning Date	Beginning Pay	Ending Date	Ending Pay
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Work Performed	Reason for Leaving
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PERSONAL REFERENCES List three persons, other than friends or relatives, who are familiar with your work ability.

Name	City & State	Phone	Relationship / Years acquainted
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Name	City & State	Phone	Relationship / Years acquainted
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Name	City & State	Phone	Relationship / Years acquainted
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EXPERIENCE and TRAINING (Clerical Application)

Category	Years of Experience	Company/School	Category	Years of Experience	Company/School
Acct. receivable (300)			Typing – WPM (435)		
Acct. Payable (415)			Spreadsheets (439)		
Data Entry (335)			Word Processing (440)		
Filing (420)			Other (990)		
Receptionist (505)			Other (990)		

EXPERIENCE and TRAINING (Manufacturing Applications))

Category	Years of Experience	Company/School	Category	Years of Experience	Company/School
Assembly (015)			Deburr/Grinding (125)		
Blue Prints (025)			Vertical Mill (130)		
Brake Press (030)			OD Grinder (135)		
Custodian (040)			Spray Painting (140)		
CAD Oper (315)			Punch Press (145)		
Drill Press (045)			Metal Saw (150)		
Inspection (060)			Maint. Mech. (115)		
Jig Bore (065)			Shear (160)		
CNC Lathe (070)			Shipping/Receiving (165)		
Manual Lathe (075)			Surface Grinder (180)		
Turret Lathe (080)			Tool Maker (185)		
CNC Machining Center (090)			Mig Welding (200)		
Machinist (095)			Tig Welding (205)		

Please describe any applicable experience and training you may have for the position for which you are applying:

Please describe any supervision/management experience you may have: _____

Please list any additional information that may be helpful in considering your application (certifications, specialized training, etc): _____

AGREEMENT WITH BUNTING® EMPLOYMENT PHILOSOPHY (Please read carefully before signing)

In signing and submitting this Application for Employment to Bunting® Magnetics Co. (“the Company”), I clearly understand and agree to the following statement.

Just as I am free to resign at any time, the Company reserves the right to terminate my employment at any time, with or without cause, and without prior notice. I understand that no supervisor or representative of the Company, except the President, has any authority to make any agreements to the contrary.

If, in the event of employment, I fail to return any tools which I check out, or have purchased through the Company and are unpaid, or if within the first 60 days of employment voluntarily terminate or I am terminated for any reason other than layoff, I hereby authorize the Bunting® Magnetics Co. to deduct from any wages due me, at the time, the value of such tools, and medical expenses paid on my behalf. I also agree to furnish the personal tools customarily required for my job.

If employed, I agree to abide by the rules, regulations, and policies of the Company now in force or that may be established in the future, and I agree to conduct myself in accordance with them, with full knowledge that violation may mean discipline, including discharge. I also agree to devote my full time to the best interest of the Company.

If requested, I will furnish a doctor’s statement regarding any condition which I may have listed on this application. If accepted for employment, prior to such employment and for the purposes of this application or for the purpose of a medical examination prior to or after I am employed, I authorize my doctor whom I have consulted previously or which I may consult in the future in a physician-patient relationship to release and convey any information to Bunting® Magnetics Co. relative to such consultation or treatment. Where a medical examination is required, I understand that my final acceptance and job placement is based upon the findings of the examination.

I hereby affirm that the information provided in this application (and accompanying resume, if any) is true and complete to the best of my knowledge, and I agree that misrepresentation, falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize the persons, schools, current and past employers (if applicable), and organizations named in this application (and accompanying resume, if any) to provide Bunting® Magnetics Co. with any and all information concerning my previous employment and any information they may have, personal or otherwise, and I release all such parties from all liability for any damage or claim that may result from furnishing such information to Bunting® Magnetics Co.

Signature Date Signed

HUMAN RESOURCES DEPARTMENT USE ONLY

