



Batesville Tool & Die

Employment Application

Date of Application

_____ 20__

177 Six Pine Ranch Rd Batesville, IN 47006 · Phone (812) 934-5616 · Fax (317) 642-5071

Applications will be kept as current for **six months**
Pre-Employment Questionnaire - An Equal Opportunity Employer

Position(s) Applied for: _____ Salary Expected: _____

Date Available to work: _____

Do you wish to work: _____ Full Time _____ Part Time _____ Temporarily _____ Summer _____ Any

Do you wish to work _____ 1st Shift _____ 2nd Shift _____ 3rd Shift _____ Any

Name: _____ Email: _____
(Last) (First) (M.I.)

Address: _____
(Street) (City) (Zip Code)

Phone Number: _____ Alternate Phone Number: _____

Have you ever applied at BT&D before? _____ Yes _____ No If yes, when? _____

Have you previously been employed by BT&D _____ Yes _____ No

If yes, list positions and dates of employment: _____

Are you 18 years or older? _____ Yes _____ No

Are you legally able to work in the United States? _____ Yes _____ No

Do have a high school diploma or GED? _____ Yes _____ No

Do you have any relatives/friends working here? _____ Yes _____ No If yes, who _____

How did you hear about Batesville Tool & Die? _____

EDUCATION:

Type of School	Name & Address	Number of Years Completed	Degree or Course of Study
College/ University			
Business, Trade, or Technical School			
High School			
Other			

List any machinery operated or training with machines you may have as well as other work related experiences, skills or qualifications, which you feel, would qualify you for work with this Company _____

Do you have any Hire Tech course work or certifications? _____

If yes, list the course work and/or certifications. _____

MILITARY:

Were you in the U.S. Armed Forces? _____ Yes _____ No If yes, what branch: _____

Dates of duty: _____ Rank at discharge: _____ Type of Discharge _____

List duties in the Services, including special training: _____

TOOLING EXPERIENCE:

THIS SECTION TO BE COMPLETED BY THOSE WHO ARE APPLYING FOR A POSITION IN THE TOOLING AREA ONLY

How many years of experience do you have as a machinist? _____

Can you read & interpret blue prints? _____

Have you ever built a die? _____

Have you ever worked on a die? _____

What kind of tolerances have you had to hold? _____

Can you run the following?

- 1. Radial Drill _____ Yes _____ No
- 2. Lathe _____ Yes _____ No
- 3. Mill _____ Yes _____ No
- 4. Surface Grinder _____ Yes _____ No
- 5. CNC equipment _____ Yes _____ No If yes, for how many years? _____

Do you have any programming experience? _____

Do you have the following tools?

- 1. Roll around tool box? _____ Yes _____ No
- 2. 0-1, 1-2 mics? _____ Yes _____ No
- 3. Calipers? _____ Yes _____ No
- 4. Indicator and stand _____ Yes _____ No
- 5. V-Block? _____ Yes _____ No

Skills Questionnaire:

Why do you want to work for Batesville Tool & Die? _____

In addition to the skills and training listed on your application, are there other qualities you would bring to BT&D? If so, what? _____

Check if applicable	Indicate the training and skills you possess	Years of Experience
	Leadership Experience: Managing, Supervision, Coaching, and/or Training	
	Maintenance: Troubleshooting & repair of industrial equipment	
	CNC Machining: CNC equipment and/or programming related to die details.	
	Quality: use of precision measuring equipment, gauge, calibration/repair	
	Tool and Die: Repair & improvement of stamping dies for production	

	Shipping and Receiving	
	Press Operation: List types of presses operated (transfer/progressive)	
	Office: Admin, Sales, Human Resources, Customer Service, IT, Purchasing	

EMPLOYMENT HISTORY:

Include military service and account for ALL gaps in your work history, such as attending school, layoff, no work, etc.

Current/ Most Recent

Company Name: _____ Phone#: _____

Address: _____

Dates of Employment: From ___ / ___ / ___ to ___ / ___ / ___ Final Salary: _____

Position held: _____ Reason for leaving: _____

Description of your work: _____

Is it okay to contact this employer? _____ Yes _____ No

Company Name: _____ Phone#: _____

Address: _____

Dates of Employment: From ___ / ___ / ___ to ___ / ___ / ___ Final Salary: _____

Position held: _____ Reason for leaving: _____

Description of your work: _____

Is it okay to contact this employer? _____ Yes _____ No

Company Name: _____ Phone#: _____

Address: _____

Dates of Employment: From ___ / ___ / ___ to ___ / ___ / ___ Final Salary: _____

Position held: _____ Reason for leaving: _____

Description of your work: _____

Is it okay to contact this employer? _____ Yes _____ No

Company Name: _____ Phone#: _____

Address: _____

Dates of Employment: From ___ / ___ / ___ to ___ / ___ / ___ Final Salary: _____

Position held: _____ Reason for leaving: _____

Description of your work: _____

Is it okay to contact this employer? _____ Yes _____ No

Company Name: _____ Phone#: _____

Address: _____

Dates of Employment: From ___ / ___ / ___ to ___ / ___ / ___ Final Salary: _____

Position held: _____ Reason for leaving: _____

Description of your work: _____

Is it okay to contact this employer? _____ Yes _____ No

Please explain any gaps in your work _____

REFERENCES:

List at least **THREE** personal references that are **NOT** relatives or employers

Name	Address	Phone Number	Occupation

DRUG TESTING

In accordance with the company statement of policy on drug abuse, I agree to submit to a post offer pre-placement drug test and understand any offer of employment is contingent to passing such test. I also agree to other on-going types of screening mandated by the policy.

PROOF OF U.S. CITIZENSHIP OR AUTHORIZATION TO WORK IN THE U.S.

If hired, you will be required to provide proof of U.S. citizenship or authorization to work in the U.S. The most common documentation is a valid driver's license with a photo and a U.S. Social Security card but alternative documentation may be acceptable. Information concerning alternative documentation will be provided upon request.

AGREEMENT

“I certify that the facts contained in this application and/or any accompanying resume are true to the best of my knowledge and I understand that false statements, material omissions &/or any falsified information provided in connection with the hiring process shall be grounds for my application not to be considered or, if I am employed, dismissal from employment.

I authorize investigation of all statements contained herein and authorize the references listed, schools, employers, and police enforcement agencies to give Batesville Tool & Die, Inc. any and all information concerning my previous employment and any other information they may have, personal or otherwise, and I release all parties from all liability for any damages that may result from furnishing such information to Batesville Tool & Die, Inc.”

I understand that my application will not be considered if it is not filled out completely.

I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time without prior notice and with or without cause. (Amended on 04/01/04)

Date: _____

Signature: _____

Batesville Tool & Die, Inc.
177 Six Pine Ranch Road
Batesville, Indiana 47006

For Office Use Only:

Is all information filled out in full? Y N Checked by: _____

If no, was applicant asked to complete the application? Y N

Did applicant complete the application? Y N

If no, what was the reason given? _____