



# Moore's Machine Company, Inc.



## Application For Employment

Date \_\_\_\_\_

**Personal Information**

Name Last First Middle

Address Street City State Zip

Phone # Are you 18 yrs old or older? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Yes No

**Employment Desired**

Position Date you can start Salary Desired

What shift are you Available to work? 1st 2nd 3rd

Are you presently employed? If so may we contact your present employer?

Have you applied with our company before? Yes No

If yes when and which facility?

Who referred you to our company?

Education	Name and location of school	Years Attended	Did you Graduate?
Grammar School			
High School			
College			
Trade, Business or Correspondence school			

Subjects of special study or research work

Special Skills

Have you served in our U.S. Military or Naval Services? Rank

Are you a member of the National Guard or Reserves?

**FORMER EMPLOYERS**

List your last three employers below starting with your last one

Month and Year	Name and Address of Employer	Salary	Position	Reason for leaving
Start				
Finish				
Start				
Finish				
Start				
Finish				

Which of these jobs did you like best?

What did you like most about this job?

List three references of people not related to you and that you have known at least one year		
Name	Years Acquainted	Phone Number

In case of an Emergency Notify:

Name	Phone Number

**MOORE'S MACHINE CO., INC. DISPUTE RESOLUTION AGREEMENT**

If you wish to be considered for employment you must read and sign the following agreement. You will be considered as an applicant when you consent to the Agreement. Included with this application is the Moore's Machine Co., Inc. Dispute Resolution Rules and Procedures. You should familiarize yourself with these rules and procedures prior to signing the agreement. You will note that if you consent at this time you do have three (3) days to withdraw your consent. You may, of course, take the package with you and return with it signed, if you wish to continue your application process.

I recognize that differences possibly may arise between Moore's Machine Inc. and me during my application or employment with Moore's Machine Co. recognize that it is in the best interest of both Moore's Machine and me that disputes be resolved in a manner that is fair, private, expeditious, economical, final and less burdensome or adversarial than court litigation. Moore's Machine has an effective Open Door Policy, and I will try to take advantage of it where feasible. I understand, however, that not all issues can be resolved using the Open Door Policy. Except as set forth below, both Moore's Machine and I agree to settle any and all previously unasserted claims, disputes or controversies arising out of or relating to my application or candidacy for employment and/or cessation of employment with Moore's Machine, exclusively by final and binding arbitration before a neutral Arbitrator. By way of example only, such claims include claims under federal, state and local statutory or common law, such as the Age Discrimination in Employment Act, Title VII of the civil rights Act of 1964, as amended, including the amendments of the civil rights Act of 1997, the Americans with disabilities Act, the Family Medical leave Act, the law of contract and law of tort. I understand that if I do file a lawsuit regarding a dispute arising out of or relating to my application or candidacy for employment, employment or cessation of employment, Moore's Machine may use this Agreement in support of its request to the court dismiss the lawsuit and require me instead to use arbitration. I understand that I still may exercise my rights under the National Labor Relations Act and file charges with the National Labor Relations Board. I further understand that I still may file administrative charges charges with the Equal Employment Opportunity commission or similar federal, state or local agency, but that upon receipt of a right-to-sue letter or similar administrative determination, I shall arbitrate any claim that I may have against Moore's Machine.

I understand that I must file a claim for arbitration with One (1) year of the day on which I know or, through reasonable diligence, should have known of the facts giving rise to my claim. I further agree that if I commence an arbitration, it will be conducted in accordance with the "Moore's Machine Dispute Resolution Rules and Procedures". I understand that neither this Agreement nor the Dispute Resolutions Rules and Procedures form a contract of employment between Moore's Machine and me. I further understand that my signature to this Agreement in no way guarantees that Moore's Machine will offer me employment. If Moore's Machine does offer me employment and I become employed at Moore's Machine, this Agreement in no way alters the "at-will" status of my employment. I understand that my employment, compensation and terms and conditions of employment can be altered or terminated with or without cause, and with or without notice, at any time, at the option of either Moore's Machine or myself. I understand that no company representative of Moore's Machine, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing or to alter the Moore's Machine Dispute Resolution Rules and Procedures. The dispute Resolution Agreement and the Dispute Resolution Rules and Procedures affect your legal rights. By signing this Agreement you acknowledge receipt of the Dispute Resolution Rules and Procedures. You may wish to seek legal advice before signing the Dispute Resolution Agreement. I have read this Agreement and understand that I should read the Dispute Resolution Rules and Procedures over the next few days. I understand that I may withdraw my consent to this Agreement within three (3) days from the date on which I sign below by notifying the Applicant Screening Department in writing (including my social security number and the address of the place at which I applied for employment) that I am withdrawing my application for employment at:

Moore's Machine Company, Inc. 310 McNeill Rd. Sanford, NC 27330

I understand that by so notifying the Applicant Screening Department, I will not be bound to this Agreement and that I no longer will be eligible for employment at Moore's Machine. I recognize that if I sign the Agreement and do not withdraw within three days of signing I will be required to arbitrate, as explained above, employment-related claims which I may have against Moore's Machine, whether or not I become employed by Moore's Machine. This Agreement will be enforceable throughout the application process, my employment, and thereafter with respect to any such claims arising from or relating to my application or candidacy for employment, employment cessation of employment with Moore's Machine. We then must arbitrate all such employment-related claims, and we may not file a lawsuit in court. Moore's Machine agrees to consider this Employment application and to follow this Dispute resolution Agreement and the Dispute Resolution Rules and Procedures in connection with the Associate who consents below.

Applicant Signature

Date