

Tosa Tool LLC is an Equal Opportunity Employer. Please complete all sections; a résumé may be attached but does not replace this form. Accommodation for the application process is available on request.

POSITION & AVAILABILITY

Position: ☐ Shipping & Receiving ☐ CNC Operator (setup) ☐ Other: _____ ☐ Full-time ☐ Part-time
 Date available to start _____ Desired pay rate _____ Date of application _____

Shifts: ☐ 1st ☐ 2nd ☐ Weekends ☐ Flexible Overtime when orders require? ☐ Yes ☐ No ☐ Sometimes Worked here before? ☐ Yes ☐ No

APPLICANT INFORMATION

Full name (last, first, middle) _____ Other names used (if needed to verify history) _____
 Street address _____ City / State / ZIP _____
 Phone _____ Alternate phone _____ Email _____

Are you 18 years of age or older? ☐ Yes ☐ No Are you legally authorized to work in the United States? ☐ Yes ☐ No
 Will you now or in the future require visa sponsorship? ☐ Yes ☐ No Reliable transportation to Stoughton for your shifts? ☐ Yes ☐ No

JOB REQUIREMENTS & SAFETY

Can you perform the essential functions of the position, with or without reasonable accommodation? ☐ Yes ☐ No
 Essential functions include standing/walking most of a shift; lifting and carrying up to 50 lb (heavier with a hoist or help); wearing safety glasses, safety-toe shoes, and hearing protection; working around operating CNC machinery, coolants, and noise; and following written safety, lockout, and quality procedures. Job descriptions available on request.
 Can you lift and carry up to 50 lb, with or without reasonable accommodation? ☐ Yes ☐ No If driving is part of the job: valid driver's license? ☐ Yes ☐ No ☐ N/A

CONVICTION RECORD

Have you been convicted of a felony or misdemeanor, or do you have any criminal charge currently pending? ☐ Yes ☐ No
 If yes, describe (offense, date, location, outcome): _____

A conviction or pending charge will not automatically bar employment. Under Wisconsin law (Wis. Stat. §§111.321, 111.335) Tosa Tool considers a conviction or pending charge only if its circumstances are substantially related to the duties of the job, case by case. **Do not list arrests that did not lead to conviction** (other than pending charges), expunged records, or juvenile adjudications.

MACHINE SHOP & SHIPPING SKILLS — rate: N = none · S = some/trained · P = proficient · T = can teach

Skill	N	S	P	T	Skill	N	S	P	T
CNC vertical machining center (VMC)					Calipers, mics, indicators, height gauge				
CNC horizontal machining center (HMC)					First-article / in-process inspection				
CNC lathe / turning center					Forklift / powered pallet jack				
Manual mill / lathe / surface grinder					UPS / FedEx / LTL shipping software				
Setups: vises/fixtures, indicating, tools					Receiving inspection (vs. PO/pack list)				
Work & tool offsets, touch-off, probing					Inventory / cycle counts / ERP				
Basic G-code edits / program prove-out					Packing & crating parts				
Blueprint reading					GD&T				

Controls used: ☐ Fanuc ☐ Haas ☐ Mazak/Mazatrol ☐ Other: _____
 Shipping / ERP software used _____ Certifications (forklift, NIMS, OSHA-10, etc.) & dates _____

Applicant name: _____

WORK HISTORY — most recent first (attach a résumé or separate sheet for more)

Employer, city/state	Job title	From – To (mo/yr)	Main duties / machines used
Supervisor & phone:		Reason for leaving:	
May we contact? ☐ Yes ☐ No (current employer)			
Supervisor & phone:		Reason for leaving:	
May we contact? ☐ Yes ☐ No			

Gaps in employment? Optional explanation (school, military, family care, etc. are fine): _____

EDUCATION, TRAINING & APPRENTICESHIP

School / program	Name & city	Area of study	Completed? / credential
High school / GED / HSED			
Technical college / apprenticeship			
Military or other training			

REFERENCES — 2 professional (supervisors, coworkers, instructors)

Name	Relationship / company	Phone	Email

Heard about us: ☐ Indeed ☐ Job Center of WI ☐ Social media ☐ tosatool.com ☐ Madison College ☐ Referral/Other: _____

Optional: briefly describe a part, setup, or shipping problem you solved

AT-WILL EMPLOYMENT & EQUAL OPPORTUNITY

If hired, employment with Tosa Tool LLC is **at will**: either you or the Company may end the employment relationship at any time, with or without cause or notice. Nothing in this application, any interview, or any Company document creates a contract of employment for any period; only the President, in a signed writing, may make such an agreement.

Equal Employment Opportunity. Tosa Tool LLC does not discriminate on the basis of age, race, color, creed or religion, sex (including pregnancy), sexual orientation, gender identity, national origin, ancestry, disability, genetic information, marital status, military service or veteran status, arrest record, conviction record (except where substantially related to the job as permitted by law), use or nonuse of lawful products off the employer's premises during nonworking hours, or any other status protected by federal or Wisconsin law. If you need an accommodation to apply or interview, contact 608-721-8665 or dan@tosatool.com.

AUTHORIZATION TO CHECK REFERENCES & EMPLOYMENT HISTORY

I authorize Tosa Tool LLC to contact my former employers (except any I marked "No"), schools, and listed references to verify the information in this application, and I authorize them to provide that information. **Any consumer report or criminal background check performed by an outside agency will be requested only after I receive a separate written disclosure and sign a separate authorization as required by the Fair Credit Reporting Act.** Any post-offer drug test or physical will be conducted only as described in a conditional offer and as permitted by law.

APPLICANT CERTIFICATION

I certify that the information on this application and any attachments is true and complete to the best of my knowledge. I understand that false statements or material omissions may result in my application being rejected or, if hired, in discipline up to discharge. I understand that if hired I must provide documents verifying my identity and work authorization (Form I-9) within three business days of starting work. I have read and understand the at-will statement above.

Applicant signature _____

Date _____

Office use: Rec'd _____ Interviewed _____ By _____ Position _____ Rate \$ _____ Start _____ · Retain applications ≥ 1 year.