



Pro Line Machining LLC  
PO Box 1927  
8 RCS CT  
Gillette, WY 82717  
(307) 696-3176  
prolinemachiningllc@gmail.com

REQUEST TO HIRE FORM

Supervisors: Please fill out this form when you would like to hire a new employee. Each new hire must be approved by two supervisors. Upon completion of a passed weld test, please have the potential new hire fill out a background check authorization form and get a copy of their drivers license. Upon approval of their weld test and background check, the applicant will be required to submit a pre-employment drug screening and complete all paperwork before employment begins. If the applicant fails the drug screening or refuses, the applicant will be responsible for any costs accrued for any and all pre-employment testing.

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Date	Potential New Hire Name	Position
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Requested Start Date	Requested Wage Amount
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How did the applicant score on job testing? Applicants strongest and weakest attributes

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Has this applicant worked at Pro Line Machining before? If so, what was the reason for leaving?

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Supervisor Requesting Hire	Signature	Date
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Background Check:

- Approved
- Not Approved

Approved or Not Approved for Hire? \_\_\_\_\_

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Superintendent Printed Name	Signature	Date
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