

MICRO TECH

MACHINE INCORPORATED

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www.microtechmachine.com

PERSONAL DATA RECORD

Equal Opportunity Employer M/F

Date _____

Personal

Name _____ Tel. No. (____) _____

Address _____ Do you have a valid NYS Driver's License? _____

City, State _____ Zip Code _____ License # _____

Are you legally eligible for employment in the USA? _____

If no, type of Visa _____ Immigration No. _____

Education

Name and Location of:

Graduate?

Yes

No

Degree

High School _____ _____

College _____ _____

Other _____ _____

Special Schooling or Courses

Approximate Grade Average _____ Goals in School _____

General

Source Through Which You Heard of Micro-Tech Machine _____

Date Available for Employment _____

Expected Starting Wage \$ _____ Position Desired _____

Work Experience Start with present or most recent job held. Give exact dates.

Dates		Employer Identification	Nature of Your Work	
From	To			
1		Name _____ Address _____ Supervisor _____ Reason for leaving _____		
2		Name _____ Address _____ Supervisor _____ Reason for leaving _____		
3		Name _____ Address _____ Supervisor _____ Reason for leaving _____		
4		Name _____ Address _____ Supervisor _____ Reason for leaving _____		
5		Name _____ Address _____ Supervisor _____ Reason for leaving _____		
Explain any period of unemployment.				

What did you like about:

Job No. 1?

Job No. 2?

Job No. 3?

Which job did you like least?

Why? _____

What experience in metal machining have you had?

What are your strongest qualifications for the position applied for?

Why did you choose a career in metal machining? _____

What do you look for in your next job?

Your most significant accomplishment to date? _____

Military Service

If you served in the armed forces of the U.S., what education or skills, if any, did you acquire while in U.S. military service that you believe are related to the position for which you are applying?

Mental and Physical

Do you have any physical or mental impairments which would require us to make accommodations for you to perform the job for which you are applying?

Please specify _____

Do you consider yourself able to perform all the duties required of the job(s) for which you are making application without endangering yourself, other employees or customers?

Yes No If no, please explain:

Do you have any responsibilities, which would limit your availability?

Yes No If yes, please explain:

Other names(s) under which employment may be verified _____

None _____

If your former employment references, education or military service are under a name other than that indicated on the front of your application, please indicate.

Personal References

Name	(Not Former Employers or Relatives) Address	Phone No.
_____	_____	_____
_____	_____	_____
_____	_____	_____

Put here any added information important to an employment decision:

Activities and Interests

You may exclude any labor organizations or any organizations the name or character of which indicate the race, creed, sex, religion, color, national origin or ancestry of its members.

Scholarship/Honors in School

School Activities/Offices

Present Social, Civic, Business Organizations

Have you been convicted of a crime? If Yes, please explain. (A conviction record is not an automatic bar to employment, and factors such as age and time of offense, seriousness and nature of the violation, and rehabilitation will be taken into account):

What hobbies or interests would you like to pursue?

What appeals to you most about Micro-Tech Machine?

What are your goals?

Please Read Carefully and Sign

Other Information: If there is any other information you would like to furnish, concerning your educational background, work experience, armed service experience, or interests, feel free to do so on a separate sheet of paper and attach to this form.

I understand that, in the event of my employment by the Company, I shall be subject to dismissal if any of the information I have given in this application is false or if I have failed to give any material information herein requested.

Authorization to Check Reference: I hereby release previous employers and Micro-Tech Machine, Inc., from all liability for any damage whatsoever arising from obtaining information of my past employment performance. I also authorize investigation of all statements in this application.

Yes No

Do we have your permission to check your present employer?

Yes No

Applicant's Signature

HOW DID YOU FIND OUT ABOUT THIS POSITION?

- | | |
|---|--|
| <input type="checkbox"/> Newspaper Classified Ad | <input type="checkbox"/> Employee Referral |
| <input type="checkbox"/> Company Website | <input type="checkbox"/> Job Fair |
| <input type="checkbox"/> Internet Job Board Posting | <input type="checkbox"/> College Career Center |
| <input type="checkbox"/> State Employment Office | <input type="checkbox"/> Other: |

Name: _____ Date: _____

Position Applying
For: _____

Qualified applicants are considered for employment and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital status, sexual orientation, veteran status, disability or any other classification protected by Federal, State, or Local law.

TO BE COMPLETED BY HUMAN RESOURCES			
EEO-1 Category / Job Group:		Date entered into system:	