



## APPLICATION FOR EMPLOYMENT

Hi-Tech Electronic Products & Mfg.  
25 Hitech Dr. Oglesby, IL. 61348

All qualified applicants will be required to complete a pre-employment drug test. Applicants not meeting appropriate criteria will not be considered for hire.

In compliance with State and Federal equal opportunity laws, qualified applicants are considered for all positions without regard to race, color, sex, national origin, age, marital status, veteran status, non-job related disability, or any other protected group status.

**Applicants must complete all information requested and sign the back page. Please print.**

Today's Date \_\_\_\_\_

Full Name

\_\_\_\_\_

Last

\_\_\_\_\_

First

\_\_\_\_\_

Middle

Present Address

\_\_\_\_\_

Street

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

Telephone

\_\_\_\_\_

Social Security #

Referred by:

\_\_\_\_\_

E-mail Address:

Position Applying For: \_\_\_\_\_

Are you eighteen years of age or older?

Yes  No

If no, hire is subject to verification that you are of minimum legal age.

Do you have the legal rights to work in the U.S.

Yes  No

If hired, you will be required to provide proof.

### Company Experience

Have you worked for this company before?  Yes  No

Dates: From \_\_\_\_\_

To \_\_\_\_\_

Reason for leaving \_\_\_\_\_

### General

What is your approximate salary or hourly wage

\$ \_\_\_\_\_

per \_\_\_\_\_

Type of employment seeking:  Full Time  Part Time  Temporary  Summer Only

Shift applying for:  Day  Afternoon  Night

Are you willing to work overtime?  Yes  No

Are you willing to work weekends if necessary?  Yes  No

When will you be available to begin employment? \_\_\_\_\_

## EDUCATIONAL BACKGROUND

	High School	Technical School	College	Other
<b>Name</b>				
<b>Years Completed</b>	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
<b>Diploma Degree</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Major Course(s) of Study</b>				

## LIST ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH MOST RECENT

Company Name \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position Held \_\_\_\_\_ Supervisor \_\_\_\_\_

Starting Salary \_\_\_\_\_ Present or Final Salary \_\_\_\_\_

May we Contact?  Yes  No Reason for Leaving \_\_\_\_\_

Duties / Responsibilities \_\_\_\_\_

Company Name \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position Held \_\_\_\_\_ Supervisor \_\_\_\_\_

Starting Salary \_\_\_\_\_ Present or Final Salary \_\_\_\_\_

May we Contact?  Yes  No Reason for Leaving \_\_\_\_\_

Duties / Responsibilities \_\_\_\_\_

Company Name \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position Held \_\_\_\_\_ Supervisor \_\_\_\_\_

Starting Salary \_\_\_\_\_ Present or Final Salary \_\_\_\_\_

May we Contact?  Yes  No Reason for Leaving \_\_\_\_\_

Duties / Responsibilities \_\_\_\_\_

## WORK REFERENCES

List four references that have knowledge of your qualification for the positions which you are applying. Please do not list family members or relatives.

Name	_____	Telephone	_____
Address	_____	Years Known	_____
Relationship	_____		
Name	_____	Telephone	_____
Address	_____	Years Known	_____
Relationship	_____		
Name	_____	Telephone	_____
Address	_____	Years Known	_____
Relationship	_____		
Name	_____	Telephone	_____
Address	_____	Years Known	_____
Relationship	_____		

## SPECIAL SKILLS

Please check the skills for which you have received training:

Word Processing      WPM \_\_\_\_\_       Excel       Access       Buying Electronic Components

MRP       Power Point       Data Entry

Software Packages:

Manufacturing Equipment: \_\_\_\_\_

Database: \_\_\_\_\_

Soldering Iron       PCB Assembly       Recognize Electronic Parts       Smt Technology

Other: \_\_\_\_\_

## APPLICANT MUST READ AND SIGN

I certify that I have read and understood all of this employment application. It is agreed and understood that the employer or its agents may investigate my background to ascertain any and all information of concern to my employment history, whether same is of record or not, and I release employers and other persons named herein from all liability for any damages on account of furnishing such information. I understand that, as an applicant for a position with this company, I may be asked to demonstrate that I am capable of performing tasks, which are pertinent to the job. I also understand that if offered a job, it may be conditioned on the results of a pre-employment drug test at the company's expense.

I further certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with the employer and for no other reason.

I agree to furnish such additional information and complete such examinations as may be required to complete my employment file.

I also understand that misrepresentation or omission of information or facts may result in my rejection or dismissal.

I understand that no employee or agent of the company other than an officer has any authority to enter into any oral or written agreement for employment for any specified period of time, or to make any representations or agreements contrary to the foregoing unless the representation is in writing and signed by the officer.

If hired, I agree to abide by all the rules and policies of the employer.

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR PERSONNEL USE ONLY

Interviewed by: \_\_\_\_\_ Date \_\_\_\_\_

Result of Interview: