

RICHARD

MANUFACTURING COMPANY

APPLICATION FOR EMPLOYMENT

POSITION APPLING FOR	DATE OF APPLICATION
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LAST NAME	FIRST NAME	MIDDLE NAME (OR INT)	
STREET ADDRESS	CITY	STATE	ZIP
TELEPHONE NUMBER(S)			

General Information

Referred by: _____

Type of employment desired: Full Time, Part Time, or Temporary

Are you willing to work overtime? Yes, No

Are you legally eligible for employment in the United States: Yes, No

What is your approximate salary or hourly wage requirements: \$ _____ per _____

When will you be available to begin employment? _____.

United States Military Experience

BRANCH OF SERVICE	STARTING RANK	SEPARATION RANK
NUMBER OF YEARS IN ACTIVE SERVICE	DATE OF FINAL DISCHARGE	
DUTIES IN SERVICE:		

Educational Background

	High School	Technical School	College	Other
<i>Name & Address</i>				
<i>Did you Graduate</i>	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 <input type="checkbox"/>
<i>Diploma / Degree</i>				
<i>Course of Study</i>				

Employment Experience (starting with the most recent)

COMPANY NAME		EMPLOYED FROM:	TO:
ADDRESS		HOURLY RATE / SALARY STARTING:	FINAL:
TELEPHONE	NAME OF SUPERVISOR		MAY WE CONTACT: YES <input type="checkbox"/> , NO <input type="checkbox"/>
JOB TITLE / POSITION	REASON FOR LEAVING		
DUTIES / RESPONSIBILITIES			

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JOB TITLE / POSITION	REASON FOR LEAVING		
DUTIES / RESPONSIBILITIES			

Special Skills

Please check the skills for which you have received training:

- Word Processing (WPM_____), Excel / Spreadsheet, Power Point, Access / Database
- Software Packages: _____
- Manufacturing Equipment: _____
- ERP/ Database: _____
- Test and Measurement Equipment: _____
- Hands on soldering, PCB Assembly, Blueprint Reading, Crimp Hand Tools
- Special Equipment / Certifications: _____

Other Qualifications

Please list any other specific job related skills or qualifications:

Work References

List references that have knowledge of your qualifications for the position for which you are applying (Do not list family members or relatives).

NAME	ADDRESS	
TELEPHONE	YEARS KNOWN	RELATIONSHIP

NAME	ADDRESS	
TELEPHONE	YEARS KNOWN	RELATIONSHIP

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