

RICHARD

MANUFACTURING COMPANY

APPLICATION FOR EMPLOYMENT

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| POSITION APPLING FOR | DATE OF APPLICATION |
|----------------------|---------------------|

| | | | |
|---------------------|------------|----------------------|-----|
| 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

| | <i>High School</i> | <i>Technical School</i> | <i>College</i> | <i>Other</i> |
|---------------------------|--|--|--|--|
| <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 / RESPONSIBILITES | | | |
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|--------------------------|--------------------|-----------------------------------|---|
| 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 / RESPONSIBILITES | | | |
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| 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 / RESPONSIBILITES | | | |
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|--------------------------|--------------------|-----------------------------------|---|
| 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 / RESPONSIBILITES | | | |
| | | | |

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).

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|-----------|-------------|--------------|
| NAME | ADDRESS | |
| TELEPHONE | YEARS KNOWN | RELATIONSHIP |

| | | |
|-----------|-------------|--------------|
| NAME | ADDRESS | |
| TELEPHONE | YEARS KNOWN | RELATIONSHIP |

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| NAME | ADDRESS | |
| TELEPHONE | YEARS KNOWN | RELATIONSHIP |

| | | |
|-----------|-------------|--------------|
| NAME | ADDRESS | |
| TELEPHONE | YEARS KNOWN | RELATIONSHIP |

Applicant's Statement

I certify that I have read and understood all of the 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.

Richard Manufacturing company is contractor the federal government and is subject to the drug free workplace act of 1988. Therefore, I 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 also understand that misrepresentations or omission of information or facts may result in my rejection or dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

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: _____

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| FOR PERSONEL USE ONLY |
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