



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION			
TODAY'S DATE:			
NAME: (LAST)		(FIRST)	(MIDDLE)
PRESENT ADDRESS:			
STREET		CITY	STATE ZIP
PERMANENT ADDRESS:			
STREET		CITY	STATE ZIP
HOME PHONE: ()	CELL: ()	OTHER: ()	
EMAIL ADDRESS:			
<u>AVAILABILITY</u>		<u>TRANSPORTATION</u>	<input type="checkbox"/> CITIZEN
1 ST 2 ND 3 RD ROTATE		VALID LICENSE? YES / NO	<input type="checkbox"/> ALIEN
		PUBLIC / OWN VEHICLE	<input type="checkbox"/> RESIDENT
IF RELATED TO ANYONE IN OUR EMPLOY, PLEASE STATE NAME AND DEPARTMENT:			
REFERRED BY/HOW DID YOU HEAR ABOUT US?:			
EMPLOYMENT DESIRED			
TYPE OF WORK		START DATE	SALARY DESIRED
ARE YOU EMPLOYED NOW?	IF SO, MAY WE CONTACT THEM?	WORK #	
HAVE YOU APPLIED HERE BEFORE?	WHEN?	RECRUITER'S NAME:	
EDUCATION			
	NAME & LOCATION	HIGHEST GRADE COMPLETED	SUBJECTS STUDIED
HIGH SCHOOL			
COLLEGE			
TRADE SCHOOL			
MILITARY SERVICE:	RANK: BRANCH:	DATES:	LICENSES: MEMBERSHIPS:
DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GED?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
HAVE YOU EVER LIVED OUTSIDE THE STATE OF OHIO?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
HAVE YOU EVER BEEN CONVICTED OF A FELONY?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
DO YOU HAVE ANY PHYSICAL CONDITION(S) WHICH MAY LIMIT YOUR ABILITY TO PERFORM THE JOB FOR WHICH YOU ARE APPLYING?			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
IF YES, PLEASE GIVE A BRIEF EXPLANATION:			

FORMER EMPLOYERS (Most Recent Employer First)

**** ALL APPLICANTS MUST COMPLETE THIS SECTION**

(even if a resume has already been provided) **

MONTH/YEAR	NAME, ADDRESS & PHONE NUMBER OF EMPLOYER	POSITION	SALARY	REASON FOR LEAVING
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				

BUSINESS REFERENCES:

At least 1 reference must be a current or former manager/supervisor

Name:	Name:	Name:
Company:	Company:	Company:
Title:	Title:	Title:
Manager? Y N	Manager? Y N	Manager? Y N
Phone:	Phone:	Phone:
Email:	Email:	Email:

IN CASE OF EMERGENCY, PLEASE CONTACT:

NAME(S)	NUMBER(S)	RELATIONSHIP

Please Check All Job Skills:

Industrial

- Assembly
- Buffer
- Carpentry
- Certified Tow Motor
- Concrete Finisher
- Concrete Worker
- Construction
- Electronic Assembly
- Electronic Tech
- Forklift
- Foundry
- General Labor
- Industrial Sewer
- Inspection
- Inventory
- Landscaper
- Loading
- Unloading
- Masonry
- Material Handler
- Medical Assembly
- Order Selector
- Packaging
- Painting
- Plastics
- Plating
- Plumber
- Polisher
- Sanding
- Shipping / Receiving
- Soldering
- Sorting
- Warehouse

Industrial Equipment

- Blue Prints
- Calipers
- Hard Hat
- Micrometers
- Safety Glasses
- Steel Toed Boots
- Tools
- Work Gloves
- Work Shoes

Machine Operators

- Boring Mill
- Brown & Sharp
- CNC
- Drill Press
- Grinder
- Hand Held Crane
- Hoist
- Injection Molding
- Lathe
- Metal Shear
- Milling
- Overhead Crane
- Printing
- Punch Press

- Set Up
- Turret Lathe

Maintenance

- Building
- Housekeeping
- Janitorial

Trades/Skilled

Positions

- CNC
- Electrician
- Fabrication
- Machinist
- Machine Maintenance
- Millwright
- Tool & Die
- Welder-All
- Welder-Arc
- Welder-Mig
- Welder-Spot
- Welder-Stick
- Welder-Tig

Mechanics

- Auto Detailer
- Auto Mechanic
- Diesel Mechanic

Drafting

- CAD Operator
- Drafter

Secretarial

- Administrative Assistant
- Executive Secretary
- Legal Secretary
- Medical Secretary
- Receptionist
- Sales Secretary
- Switchboard Operator

Office Equipment

- 10 Key
- Copy Machine
- Fax Machine
- Scanner

Shift Availability

- First
- Second
- Third
- Part Time
- Overtime
- Weekends

Accounting

- Accounting Clerk
- Accounts Payable
- Accounts Receivable
- Bank Teller
- Billing
- Bookkeeping
- Cashier
- Cost Accounting
- Credit / Collections
- General Accounting
- General Ledger
- Medical Billing
- Payroll

Office

- Call Center
- Customer Service
- Demonstrator
- Email
- Filing
- General Office
- Internet
- Mail Clerk
- Telemarketing

Transportation

- Car
- Public
- Ride

Accounting Software

- AS400
- MAS90
- Peachtree
- QuickBooks
- Quicken

Office Skills

- Data Entry
- Dictaphone
- Dispatcher
- Legal Terminology
- Medical Terminology
- Shorthand
- Speed Writing
- Technical Writing
- Typing

Professional

- EMT
- Engineering
- Hotel Manager
- Human Resource Manager
- Industrial Engineering
- Insurance
- Lab Tech
- Marketing
- Medical Engineer
- Mortgage

- Office Manager
- Plant Manager
- Sales
- Department Supervisor/Mgr

Software

- Act!
- Access
- Auto CAD
- Excel
- Fox Pro
- Macintosh
- Microsoft Publisher
- Office Suite 2000
- Outlook
- Power Point
- Windows XP
- Windows Vista
- Word

Language

- Spanish
- Chinese
- French
- German
- Hebrew
- Italian
- Japanese
- Korean
- Russian
- Vietnamese
- Sign Language

FCRA Authorization to Obtain a Consumer Report (background/credit check)

Pursuant to the federal Fair Credit Reporting Act, I hereby authorize Vector Technical Inc. and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment or retention as an employee. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records.

I, _____, authorize the complete release of these records or data pertaining to me that an individual, company, firm, corporation or public agency may have. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish Vector Technical Inc. or its designated agents with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original. I understand that, pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's rights will be provided to me.

Signature

Date

VECTOR TECHNICAL INC. EMPLOYMENT BACKGROUND EMPLOYEE INFORMATION

APPLICANT TO COMPLETE THE FOLLOWING:

Please print full name

The following information is required by law enforcement agencies and other positive identification purposes when checking public records. It is confidential and will not be used for any other purposes.

Please print other names you have used

Social Security Number - Supplying your Social Security Number is optional. Your Social Security Number will only be used in order to confirm your identity for purposes of completing an accurate background investigation.

Date of Birth - The Age Discrimination in Employment Act of 1967 and the Ohio Civil Rights Act prohibit discrimination on the basis of age with respect to individuals who are at least 40 years of age. Your date of birth is required on this form in order to confirm your identity for purposes of completing an accurate background investigation, and is not provided to the hiring official for any purpose in connection with consideration of your application for employment.

Home Address

City

State

Zip

Driver's License Number and State

Name as it appears on License

Have you ever been convicted of, plead guilty, or "no contest" to a crime or civil matter that has or has not been expunged or removed from your record? No Yes If yes, please explain:

(Vector Technical and Vector's Customers will consider the nature of the offense, relation to the position for which you are applying, time since conviction, and all other relevant facts and circumstances in determining whether or not to disqualify you from consideration.) Vector Technical qualifies or disqualifies candidates based on what policies for the particular customer of Vector Technical's for which the candidate is applying. Each Customer has their regulations for which Vector Technical must meet or exceed. After all investigation and reference information is complete Vector will **ONLY** forward those candidates that meet **ALL** criteria for which that particular Customer and position require.

I hereby authorize the company with whom I have applied for employment ("Company") to obtain and verify information about my qualifications, background, prior employment and other information about me (collectively "Information") from my designated business and professional job references ("My References") in connection with its decision whether to offer employment or hire me for the position for which I am applying.

I acknowledge, authorize, and consent to Company's use of the SkillSurvey, Inc. ("SkillSurvey") software system to gather Information from My References and consider that Information along with other Information available to Company through the SkillSurvey software system database, such as how my reference ratings compare to those for other candidates for a similar position. I understand that SkillSurvey does not assemble or evaluate Information, and will not make any recommendation in connection with Company's decision on my application for employment. I further authorize Company to contact My References for the purposes stated above, which includes generating an email through the SkillSurvey software system on my behalf to My References to the email addresses provided by me and any other new or corrected email that becomes known to Company independently or through the SkillSurvey software system in the process of Company's efforts to gather Information.

If I select text as the preferred method of contact for My References and enter their mobile number(s), I represent and warrant that each of My References for whom I have provided a mobile number has expressly consented to receive texts from me and to receive texts from me through SkillSurvey at the number provided and for the purpose of job reference feedback. I understand that anyone can stop receiving text messages by replying N, No, S or Stop to the SkillSurvey short code (57655). I agree to indemnify, defend, and hold harmless SkillSurvey with respect to any demand, claim, or lawsuit by My References with respect to the text messages.

In consideration of Company considering my application for employment, I hereby release Company and SkillSurvey, and their respective officers, directors, managers, agents, and employees from any and all claims, actions, suits, causes of action or damages (collectively "Claims/Damages") that I may have arising out of or related to the obtaining and verification of Information or Company's use of the SkillSurvey software system. I also hereby release My References and any of their respective employers or related company/organization, and any affiliated officers, directors, agents, and employees from any and all Claims/Damages that I may have arising out of the disclosure of Information. I acknowledge that My References will be provided the option and opportunity to learn more about Company or other third parties through the SkillSurvey software system.

Email SMS

Dear [reference_name],

[candidate_name] has provided your name as a reference, and we respectfully request that you complete this short, confidential, web-based survey regarding [candidate_first_name]'s skills.

When completing the survey, if you cannot answer a question based upon your experiences with the Candidate, please be sure to click the "Not Observed" (N/O) button instead of selecting a number in the 1-7 rating scale. You will not be identified as having written the individual responses because the system averages the responses from all of my references to produce one summary report that is confidential in accordance with the applicable privacy policy. Please note that you will be responding as an individual, not as a representative of any company or organization.

The process is quick and easy - please click this link to get started:
[reference_link]

Thank you for your time,
[recruiter_name]
[company_name]

[language_bar]

Need help?
Frequently Asked Questions: [faq]