



APPLICATION FOR EMPLOYMENT

<b>PERSONAL INFORMATION</b>			
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>	
1 <sup>ST</sup> 2 <sup>ND</sup> 3 <sup>RD</sup> ROTATE		VALID LICENSE? YES / NO	
		PUBLIC / OWN VEHICLE	
		<input type="checkbox"/> CITIZEN <input type="checkbox"/> ALIEN <input type="checkbox"/> RESIDENT	
IF RELATED TO ANYONE IN OUR EMPLOY, PLEASE STATE NAME AND DEPARTMENT:			
REFERRED BY/HOW DID YOU HEAR ABOUT US?:			
<b>EMPLOYMENT DESIRED</b>			
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:	
<b>EDUCATION</b>			
	NAME & LOCATION	HIGHEST GRADE COMPLETED	SUBJECTS STUDIED
HIGH SCHOOL			
COLLEGE			
TRADE SCHOOL			
<b>MILITARY SERVICE:</b>	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 <b>EVER</b> BEEN <b>CONVICTED</b> 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

**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.

