

Thank you for applying for employment at Micro Instrument Corp. Micro is an equal opportunity employer. Applicants are recruited, hired, trained and promoted without regard to age, race, religion, national origin, gender, marital status, military status, color, creed, U.S. Military service, handicap, disability or any other protected status, sexual orientation and arrest or conviction records.

The following list demonstrates some of the criteria used by Micro in considering your application for employment:

- **Is the job, or a similar job, for which you applied presently available?**
- **Do you, by training and/or experience, qualify for the position you applied for in this application for employment?**
- **Do your work habits indicate that you will meet the standards necessary for the position you applied for?**
- **Does your past training or experience indicate that you are a good candidate to be trained for the position in which you are applying, and for any future career advancement that may become available?**
- **Can an existing Micro Instrument Corp employee fill the position for which you are applying?**

Once again, Micro Instrument Corp thanks you for considering us as your future employer. In the event that Micro has an employment opportunity available, please list the best day(s) and time(s) for us to contact you.

Best day(s) to contact me is: _____

Best time(s) to contact me is: _____



Micro Instrument Corp

1199 Emerson St. • P.O. Box 60619 • Rochester, NY 14606 • (716) 458-3150



Application for Employment

Instructions: We appreciate your interest in our organization. We consider applicants for all positions without regard to race, color, creed, age, religion, sex, disability or handicap, marital status, national origin, U.S. military service or arrest/conviction record.

Position(s) applied for:		Date of application:	
How did you learn about us: <input type="checkbox"/> Advertisement <input type="checkbox"/> Employment Agency <input type="checkbox"/> Walk-in <input type="checkbox"/> Other: _____			
Complete name (last)		(first)	(middle initial)
Street address			
City		State	Zip
Social security number - -		Phone number () -	
Any other name(s) under which you have been previously employed or under which school records would be located.			
Names of friends or relatives employed in this organization.			
If you are under 18 years of age, can you furnish a work permit?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever filed an application with us before? If yes, give date _____		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been employed with us before? If yes, give date _____		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a citizen of the U.S.? If no, do you have a valid work permit? <i>(Proof of citizenship or immigration status will be required upon employment)</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any restrictions or obligations that would prevent you from working overtime?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any restrictions or obligations that would prevent you from working consistently or arriving to work on time?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
On what date would you be available to work?			
Are you available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> "A" Shift <input type="checkbox"/> "B" Shift <input type="checkbox"/> Temporary			
Can you travel if the job requires it? If yes, are there limitations? Explain.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of a crime? <i>(Conviction will not necessarily disqualify an applicant from employment)</i> If yes, please list dates of offenses and dispositions.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever received any training in the U.S. military related to the job for which you are applying? If yes, please describe:		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Employment Experience: Start with your present or last job. Include any Job-related military service assignments and volunteer activities. You may exclude voluntary work which indicates race, color, religion, gender, national origin, handicap or other protected status. Please account for all time for at least the past five (5) years.

Employer _____	Telephone (____) _____
Address _____	<u>Dates Employed – (Month/Year)</u>
Name of Supervisor _____	FROM _____ TO _____
State Job Title and Describe Your Work: _____	<u>Hourly Rate/Salary</u>
_____	STARTING _____ FINAL _____
_____	Reason for Leaving: _____
_____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer _____	Telephone (____) _____
Address _____	<u>Dates Employed – (Month/Year)</u>
Name of Supervisor _____	FROM _____ TO _____
State Job Title and Describe Your Work: _____	<u>Hourly Rate/Salary</u>
_____	STARTING _____ FINAL _____
_____	Reason for Leaving: _____
_____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer _____	Telephone (____) _____
Address _____	<u>Dates Employed – (Month/Year)</u>
Name of Supervisor _____	FROM _____ TO _____
State Job Title and Describe Your Work: _____	<u>Hourly Rate/Salary</u>
_____	STARTING _____ FINAL _____
_____	Reason for Leaving: _____
_____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer _____	Telephone (____) _____
Address _____	<u>Dates Employed – (Month/Year)</u>
Name of Supervisor _____	FROM _____ TO _____
State Job Title and Describe Your Work: _____	<u>Hourly Rate/Salary</u>
_____	STARTING _____ FINAL _____
_____	Reason for Leaving: _____
_____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer _____	Telephone (____) _____
Address _____	<u>Dates Employed – (Month/Year)</u>
Name of Supervisor _____	FROM _____ TO _____
State Job Title and Describe Your Work: _____	<u>Hourly Rate/Salary</u>
_____	STARTING _____ FINAL _____
_____	Reason for Leaving: _____
_____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

If you need additional space, please continue on a separate sheet of paper

