     **Application for Employment**

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| ***Visit our website at www.ultratec.com*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **If you need assistance completing this application or with the interview process, please let us know.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **You must complete the entire application.** | | | | | | | | | | | | | | | | | | | | | | | | | **Date:** | | |  |
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| **APPLICANT INFORMATION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Name: |  | | | | | | | |  | | | | | | |  | | | | | | | | | | | | |
|  | First | | | | | | | | Middle Name | | | | | | | Last | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address: |  | | | | | | | | | | | | |  | | | | | | |  | | | | | |  | |
|  | Street | | | | | | | | | | | | | City | | | | | | | State | | | | | | Zip Code | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E-mail Address: | | |  | | | | | | | | | | | | | Primary Phone #: | | | | | | |  | | | | | |
|  | | |  | | | | | | | | | | | | | Alternate Phone #: | | | | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are there any other names under which you have worked or attended school? | | | | | | | | | | | | | | | | | | | Yes | | | | | No | | | | |
| If yes, please list for reference & background checking purposes: | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
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| Are you legally authorized to work in the U.S.A.? | | | | | | | | | | | | Yes | | | No | | | | | | | | | | | | | |
| (If hired, you will be required to provide proof of work authorization.)  Can you perform the functions of this position with or without reasonable accommodations? Yes No  Have you earned your High School Diploma or equivalent? Yes No | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are you at least 18 years old? | | | | | | | Yes | No | | | | | | | | | | | | | | | | | | | | |
| (If not, your employment will be subject to verification that you meet state/federal minimum age requirements for the type of work you are applying for and have obtained a valid work permit.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Have you ever been convicted of a crime or pleaded no contest for any offense or violation other than minor | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| traffic violations? | | | | Yes | | | No | | | If yes, explain the nature of the crime, date of conviction, and the | | | | | | | | | | | | | | | | | | |
| state in which convicted. Convictions are not an automatic bar to employment. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Do you have any pending criminal charges against you? | | | | | | | | | | | | | | | | Yes | | | | No | | | | | | | | |
| If yes, describe the nature of the charges, date issued, and the county and state where issued. A pending criminal charge is not an automatic bar to employment. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Have you ever applied at this company before? | | | | | | | | | | | Yes | | | No | | | If yes, when: | | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Have you ever worked at this company before? | | | | | | | | | | | Yes | | | No | | | If yes, when: | | | | |  | | | | | | |
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| **POSITION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Position you are applying for: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Full-Time | | | | Part-Time | | | | | | | | | | | | Shift Preference: | | | | | | 1st  2nd  3rd | | | | | | |
| Salary Preference: | | | |  | | | | | | | | | | | When can you start? | | | | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **How did you learn about us? (Please check all that apply, then specify.)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Newspaper Ad: | | | |  | | | | | | | | | | Website: | | | |  | | | | | | | | | | |
| Referred By: | | | |  | | | | | | | | | | Other: | | | |  | | | | | | | | | | |
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| **EDUCATION/TRAINING** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **School** | | **Name and Location (city, state)** | | | | | | | | | | | **No. Years Attended** | | | **Major Subjects** | | | | | | | | | | **Diploma or Degree Received** | | |
| High School | |  | | | | | | | | | | |  | | |  | | | | | | | | | | Yes  No | | |
|  | | | | | | | | | | |
| College | |  | | | | | | | | | | |  | | |  | | | | | | | | | | Yes  No  Type: | | |
|  | | | | | | | | | | |
| Graduate | |  | | | | | | | | | | |  | | |  | | | | | | | | | | Yes  No  Type: | | |
|  | | | | | | | | | | |
| Other (Specify) | |  | | | | | | | | | | |  | | |  | | | | | | | | | | Yes  No | | |
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| **TRAINING COURSES** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| List any relevant training programs completed: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Course/Seminar** | | | | | **Organization Sponsoring** | | | | | | | | **Content** | | | | | | | | | | | | | | | **Date(s) Attended** |
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| **EMPLOYMENT EXPERIENCE** | | | | | | | | | | | | |
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| Please list below present and past employment, beginning with the most recent. Include any job-related military service assignments. | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| 1. Employer: | | | | | | Address: | | | | Ph: | | |
| Dates Employed | | | | | Salary | | | | Job Title: | | Supervisor: | |
| From: | | To: | | | Starting: | | Final: | |
| Your Duties: | | |  | | | | | | | | | |
| Reason for Leaving: | | | |  | | | If currently employed, contact for reference? | | | | | Yes  No |
| 2. Employer: | | | | | | Address: | | | | Ph: | | |
| Dates Employed | | | | | Salary | |  | | Job Title: | | Supervisor: | |
| From: | | | To: | | Starting: | | Final: | |
| Your Duties: | | |  | | | | | | | | | |
| Reason for Leaving: | | | |  | | | If currently employed, contact for reference? | | | | | Yes  No |
| 3. Employer: | | | | | | Address: | | | | Ph: | | |
| Dates Employed | | | | | Salary | |  | | Job Title: | | Supervisor: | |
| From: | | | To: | | Starting: | | Final: | |
| Your Duties: | | |  | | | | | | | | | |
| Reason for Leaving: | | | |  | | | If currently employed, contact for reference? | | | | | Yes  No |
| 4. Employer: | | | | | | Address: | | | | Ph: | | |
| Dates Employed | | | | | Salary | |  | | Job Title: | | Supervisor: | |
| From: | | | To: | | Starting: | | Final: | |
| Your Duties: | | |  | | | | | | | | | |
| Reason for Leaving: | | | |  | | | If currently employed, contact for reference? | | | | | Yes  No |
| Have you ever been terminated from a job within the past 10 years? Yes No  If yes, please list all terminations and reasons why. | | | | | | | | | | | | |
| **EMPLOYMENT REFERENCES** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Please give name, e-mail address, & telephone number of three references **(No relatives or personal friends):** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | **Name** | | | | **Relationship to Applicant** | | | **E-Mail Address** | | | **Day Telephone #** | |
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| **LANGUAGE SKILLS** | | |
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| Indicate any foreign languages you speak, read, and/or write: | | |
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| **SKILLS AND QUALIFICATIONS** | | |
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| Summarize special job-related skills and qualifications you acquired from employment or other experiences including, but not limited to **typing speed**, software knowledge, and office equipment. | | |
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| **APPLICANT’S STATEMENT** | | |
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| **PLEASE READ CAREFULLY BEFORE SIGNING THIS FORM** | | |
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| All qualified applicants will receive considerations for employment without regard to sex, race, color, national origin or ancestry, age, disability, marital/veteran/student status, physical appearance, sexual orientation, political beliefs, religion, genetic information, gender identity, a less than honorable discharge from the military, etc. and any other status protected by federal, state or local law and regulations. No information on this application will be used for the purpose of discrimination.  All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired.  I authorize the company to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment history. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment history.  I understand that upon receiving a job offer, a physical examination and drug screening may be required.  Regardless of whether or not I become employed by the company, I recognize that this application is not and should not be considered a contract of employment. I understand that employment at the company is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or the company’s, unless specifically provided otherwise in a written employment contract. I further understand that no company employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than an officer or official of the company, and then only by means of a signed, written document.  Please note that typing your name electronically is the legally binding equivalent to your handwritten signature. | | |
|  |  |  |
| Applicant’s Signature |  | Date Signed |
|  | | |
| **Thank you for your interest in our company.**  **Ultratec is proud to be an Equal Opportunity Employer.** | | |

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| **Pre-Employment Authorization & Release** | | | | | | | | | |
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| All information provided by me in support of my application for employment is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may be the cause for rejection or may be cause for subsequent dismissal if I am hired.  I voluntarily and knowingly authorize any former employer, person, firm, corporation, organization, school, or government agency, its officers, employees and agents, to release all information concerning my former employment to this prospective employer, its officers, employees, and agents, or any other person or entity making a written oral request for such information on behalf of this company. I understand that the employment information may include but is not necessarily limited to performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand, opinions, and public record information regarding my suitability for employment possessed by it. I recognize that a copy of this authorization and release is as valid as the original and should be considered as such.  I voluntarily and knowingly fully release and discharge, absolve, indemnify, and hold harmless such former employer, person, firm, corporation, school, or government agency, its officers, employees, and agents from any and all claims, liability, demands, causes of action, damages, or costs, including attorney’s fees, present and future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment which the officer, employee, or agent disclosing such facts knows are untrue. | | | | | | | | | |
|  | | | | | | | | | |
|  | |  |  |  |  | | |  |  |
| Applicant’s Signature | |  | Date |  | Print Applicant’s Name | | |  |  |
|  | | | | | | | | | |
| May your current supervisor, and/or any references or individuals associated with your CURRENT employer (including Human Resources Department) be contacted?  Yes  No | | | | | | | | | |
|  | | | | | | | | | |
| Comments: |  | | | | | | | | |
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|  | | | | | |  | | | |
| Indicate the month and day of your birth in mm/dd format. **Please do *NOT* provide the year of your birth.** This information is only used if a background check is made: | | | | | | |  | | |
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Invitation to Identify for Affirmative Action Purposes

Ultratec Inc. is subject to certain governmental record keeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, Ultratec invites employees to voluntarily self-identify their race and ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

# Applicant Name ­­­­­­­­­­­­      Date       Position Applied For

# Please Check ONE: Male Female

**INDICATE THE APPROPRIATE RACE/ETHNIC GROUP:**

|  |  |  |  |
| --- | --- | --- | --- |
| Hispanic or Latino—A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race. | White (Not Hispanic or Latino) –A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. | **Black or African American (Not Hispanic or Latino) –A person having origins in any of the black racial groups of Africa.** | **Two or More Races (not Hispanic or Latino)—All persons who identify with more than one of the White, Black or African American, Native Hawaiian or Other Pacific, Asian, American Indian or Alaska Native race groups.** |
| **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)—A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.** | **Asian (Not Hispanic or Latino)—A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.** | **American Indian or Alaska Native (Not Hispanic or Latino)—A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.** |  |

HOW WERE YOU REFERRED TO THIS JOB:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ­­Advertisement | **Employment Referral** | **Employment Agency** | **Government Agency** | **Recruiter** |
| **School/College** | **State Job Service** | **Temporary Agency** | **Walk In** | **Other ­­­** |
|  |  |  |  |  |