



Application for Employment

EEO Policy

Advanced Component Technologies, Inc. maintains a policy of non-discrimination for all employees and applicants in every facet of the company's operation. In compliance with federal and state laws, Advance Component Technologies, Inc. hires, trains and promotes qualified applicants and employees without unlawful discrimination on the basis of race, ethnicity, color, gender, age, religion, creed, marital status, national origin, veteran's status, disability or other protected status.

PLEASE NOTE: Answer each question fully and accurately. No action can be taken on this application until all questions are answered. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

**This application will remain active for ninety (90) days from the date of the application.
Consideration for employment after ninety (90) days requires a new application.**

PLEASE PRINT

Position Applied For (Please list the job you are applying for otherwise your application cannot be considered — listing "any", "all", etc is not acceptable — the specific job must be designated such as material handler, welder, etc. Please ask for a list of current openings if you are unsure. <u>One position per application.</u>)		Date of Application
How Did You Learn About Us? <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Referred by current employee (please list one) _____ <input type="checkbox"/> Friend/Relative _____ <input type="checkbox"/> Advertisement _____ <p style="text-align: center;">Source of Advertisement</p>		
NAME		
Last	First	Middle
ADDRESS		
Number	Street	City State Zip
Home Telephone Number (Area Code)	Cell Phone Number (Area Code)	Social Security Number (Optional)
Email Address (Optional)		

Have you ever filed an application with us before? Yes No
If yes, give date _____

Have you ever been employed with us before? Yes No
If yes, give date _____

Are you currently employed? Yes No

Are you over 18 years of age? Yes No

Are you legally eligible for employment in the United States? Yes No
Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? Date _____

Are you available to work: (check all that apply) Full-Time Part-Time Temporary

Are you available to work: (check all that apply) 1st Shift 2nd Shift 3rd Shift Weekend

What qualities in a job or company are most important to you? _____

Education

	Elementary School					High School				Undergraduate Tech/College				Graduate Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																	
Describe Course of Study																	
Grades Achieved or GPA																	

Have you ever had any job-related training in the United States Military? Yes No

If yes, please describe: _____

Employment Experience

Start with your present or last job. Include any job-related military service assignments. You may exclude organizations which indicate race, ethnicity, color, religion, gender, national origin, disability, or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving			

Employment Experience (Cont.)

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

How many jobs other than those listed above have you had in the last 5 years? _____

May we contact your current and past employers for references? Yes No

If No, please explain: _____

Special Skills and Qualifications

Summarize any skills and qualifications. State any additional information you feel may be helpful to us in considering your application:

Applicant's Certification and Agreement:

I certify that all information I have supplied in this application and in any other form, oral or written, is true, complete, and accurate. I understand that any misrepresentation, omissions of facts, or incomplete answers in any application document, or any other form, oral or written, will disqualify me from further consideration of employment. I further understand that, if employed, any misrepresentations or omissions of facts in any applicant form, oral or written; will be cause for my dismissal at any time, without prior notice.

I understand, if employed, my employment with Advanced Component Technologies, Inc. is not for a specific term and may be terminated by me or Advance Component Technologies, Inc. with or without notice or cause at any time. I further understand that no oral promise, employer policy, custom, business practice, or other procedure (including the Employee Handbook) or any other personnel manual, constitutes an employment contract or modification of the at-will employment relationship between me and Advance Component Technologies, Inc.

I understand that applicants for certain positions may be required to qualify for employment based on additional employment criteria. For example, I may be required to take job-related tests, take a driver's examination, submit to a background investigation, or take a pre-employment drug test. If I am offered employment to start work before any required test is complete, my employment is contingent on a satisfactory result on all required tests.

I authorize Advanced Component Technologies, Inc. to contact my prior employers, and other sources of information regarding my background, and I hereby authorize and direct each such employer and source of information to answer any and all questions regarding my prior employment background, and I hereby authorize and direct each such employer and source of information to answer any and all questions regarding my prior employment and background. I hereby indemnify Advanced Component Technologies, Inc. each of my prior employers, and each of the other sources of information contacted and agree to hold harmless from any claims arising from this authorization and direction.

I understand that Advanced Component Technologies, Inc. maintains a drug-free workplace and agree that maintenance of same is essential to the safety of the workplace and employees. I promise to abide by Advanced Component Technologies, Inc.'s policies prohibiting the use or possession of drugs, alcohol, or any controlled substance, or the misuse of prescribed or over-the-counter medicine on company premises or while on duty. I also understand that I may be tested for drugs, alcohol or controlled substances if I am employed by Advanced Component Technologies, Inc.

I understand that I must meet the employability requirement of the U.S. Citizenship & Immigration Service and submit appropriate documents to satisfy the requirements for completing DHS Form I-9.

I understand and agree that work schedules and requirements vary and can be unpredictable, and that, while Advanced Component Technologies, Inc. will make reasonable efforts to accommodate work schedules and employee availability, I may be required to work overtime, weekends, different shifts, or other agreements. I consent to these requirements as necessary and legitimate conditions of employment.

I understand that this application will be considered active for ninety (90) days from this date. If I have not heard from Advanced Component Technologies, Inc. at the conclusion of the ninety (90) day period, it is my responsibility to complete a new application if I wish to be considered for employment.

I have read and understand everything on this application. I further understand that my signature is required in order for this application to be considered.

Applicant's Signature Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

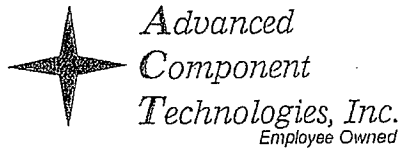
Remarks: _____

Interviewer Date

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/Salary _____ Department _____

By _____
Name & Title Date



Voluntary Self-Identification
(Confidential – For Statistical Use Only)

We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected by federal, state or local law.

As required by law, we must record certain information to be made a part of our Affirmative Action Program. The information below will be kept separate from the application and used only for the necessary information for Affirmative Action reporting. Completion of this data is voluntary and will not affect your opportunity for employment, or terms or conditions of employment, if hired.

Please return this page with your application. We appreciate your cooperation.

Date _____ Position(s) Applied for _____

Name _____

Last

First

Middle

Please identify where you learned about an employment opportunity with this organization:

Advertisement

Employment Agency

Employee Referral

Tech School/College

Recruiter

Other

State Employment

AFFIRMATIVE ACTION SURVEY

Government agencies require periodic reports on the sex, ethnicity, and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information about a disability or veterans' status is voluntary.

Check one: Male Female

Please check one of the descriptions below corresponding to the race/ ethnic group with which you most identify:

Race/Ethnic Group:

American Indian or Alaskan Native - A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment .

Asian - 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, and Vietnam

Black or African American - A person having origins in any of the Black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

White - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Hispanic or Latino (All races) - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Hispanic or Latino (White race only) - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the White race.

Hispanic or Latino (all other races) - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any race other than White.

Race missing or unknown - Applies to **Applicants only**, where a resume or application that is screened is received without any racial or ethnic identification and no further contact is made with the applicant.

Individual with Disabilities (applicant may self-identify at a later date, i.e., post offer)

Veteran Status (applicant may self-identify at a later date, i.e., post offer)
Please check one if it describes your veteran status:

Special Disabled Veteran: means (i) a veteran of the U.S. military, ground, naval, or air service who is entitled to compensation (or who, but for the receipt of military retired pay, would be entitled to compensation) under laws administered by the Department of Veteran Affairs for a disability (a) rated at 30 percent or more, or (b) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment disability; or (ii) a person who was discharged or released from active duty because of a service connected disability

Veteran of the Vietnam-era: means a person who (i) served on active duty in the U.S. military, ground, naval, or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed: (a) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (b) between August 5, 1964, and May 7, 1975, in all other cases; or (ii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service-connected disability if any part of such active duty was performed (a) in the Republic of Vietnam between February 28, 1961 and May 7, 1975; or (b) between August 5, 1984, and May 7, 1975, in any other location.

Veterans who served on active duty. The term "veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized" now includes veterans of World War II, Korea, The Persian Gulf War, Somalia, The Republic of Bosnia-Herzegovina and Kosovo

FOR HUMAN RESOURCES DEPARTMENT USE ONLY

Position(s) Sought Is Open: Yes No

Position(s) Considered For: _____ Date: _____