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| **Application for Employment** for  Futron Incorporated  14067 Crown Ct.  Woodbridge, VA 22193 | *In compliance with Federal and State equal employment*  *opportunity laws, qualified applicants are considered for*  *all positions without regard to race, color, religion, sex,*  *national origin, age, marital status, veteran status, no-job*  *related disability, or any other protected group status.* |

*Provide all information requested (please print).*

# Applicant Information

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | |  | | |  | | |
|  | First | | | | Middle | | | Last | | |
| Present Address: | |  |  | | | |  | |  |  |
|  | | No. | Street | | | | City | | State | Zip |
| Previous Address: | |  |  | | | |  | |  |  |
|  | | No. | Street | | | | City | | State | Zip |
| Are you legally authorized to work in the United States? | | | | | | Yes  No | | | | |
| *Consistent with Federal law, if hired, you will be required to produce documentation to demonstrate your legal eligibility to work in the United States.* | | | | | | | | | | |
| Are you over 18 years of age? | | | | Yes  No | | | | | | |

# Company Experience

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Have you worked for Futron before? | | | Yes  No | | Dates: | From: |  | To: | |  |
|  | | |  | |  |  | month/year |  | | month/year |
| Where: |  | | Rate of Pay: |  | | | Position/Title: | |  | |
| Reason for leaving: | |  | | | | | | | | |
|  | | | | | | | | | | |

# General Information

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you currently employed? | | | Yes  No | If not, when was your last day employed? | | |  | |
|  | | |  |  | | | month/year | |
| Position applying for? | |  | | Full Time | Part Time | Temporary | | Seasonal |
| Who referred you? |  | | | Rate of pay expected: | |  | | |

# Education

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of School** | **Name & City/State** | **Graduate (Yes/No)** | **Course/Major** |
| College |  |  |  |
| Technical School |  |  |  |
| High School |  |  |  |
| Other |  |  |  |

# Previous Employment

## Current or Most Recent

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | |  | | |  | |  |
| Company Name | Address | | | | | | City | | | State | | Zip |
|  | | |  | |  | | |  |  | | | |
| Type of Business | | |  | | Telephone # | | |  | Supervisor | | | |
|  | | **Dates** | | | |  | | | | |  | |
| **Position** | | **From** | | **To** | | **Duties/Responsibilities** | | | | | **Work Hours** | |
|  | |  | |  | |  | | | | |  | |
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| --- | --- | --- | --- | --- | --- | --- |
| **Wages** | | | | | | |
| **Starting** | **Hy/Yr** | **Ending** | **Hr/Yr** | **Bonus/Incentives** | **Amount** | **Hr/Yr** |
|  |  |  |  |  |  |  |

## Next Most Recent

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | |  | | |  | |  |
| Company Name | Address | | | | | | City | | | State | | Zip |
|  | | |  | |  | | |  |  | | | |
| Type of Business | | |  | | Telephone # | | |  | Supervisor | | | |
|  | | **Dates** | | | |  | | | | |  | |
| **Position** | | **From** | | **To** | | **Duties/Responsibilities** | | | | | **Work Hours** | |
|  | |  | |  | |  | | | | |  | |
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| --- | --- | --- | --- | --- | --- | --- |
| **Wages** | | | | | | |
| **Starting** | **Hy/Yr** | **Ending** | **Hr/Yr** | **Bonus/Incentives** | **Amount** | **Hr/Yr** |
|  |  |  |  |  |  |  |

## Next Most Recent

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | |  | | |  |  |
| Company Name | Address | | | City | | | State | Zip |
|  | |  |  | |  |  | | |
| Type of Business | |  | Telephone # | |  | Supervisor | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Dates** | |  |  |
| **Position** | **From** | **To** | **Duties/Responsibilities** | **Work Hours** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Wages** | | | | | | |
| **Starting** | **Hy/Yr** | **Ending** | **Hr/Yr** | **Bonus/Incentives** | **Amount** | **Hr/Yr** |
|  |  |  |  |  |  |  |

# Work References

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Individual’s Name: |  | | Home Phone: |  | Work Phone: |  |
| Relationship/Title: |  | | | | | |
| Company Name/Address: | |  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Individual’s Name: |  | | Home Phone: |  | Work Phone: |  |
| Relationship/Title: |  | | | | | |
| Company Name/Address: | |  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Individual’s Name: |  | | Home Phone: |  | Work Phone: |  |
| Relationship/Title: |  | | | | | |
| Company Name/Address: | |  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Individual’s Name: |  | | Home Phone: |  | Work Phone: |  |
| Relationship/Title: |  | | | | | |
| Company Name/Address: | |  | | | | |

# Special Skills

*Check the appropriate boxes and complete the related information.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Word Processing – WPM: | | | |  | | Data Entry | 10-key Calculator |
| Software Packages: | | |  | | | | |
| Programming Languages: | | | |  | | | |
| Databases: | |  | | | | | |
| Manufacturing Equipment: | | | | |  | | |
| Languages Spoken/Written: | | | | |  | | |
| Other: |  | | | | | | |

# Applicant Must Read & Sign

I certify that I have read and understood all of this employment application. It is agreed and understood that the employer or his agents may investigate my background to ascertain any and all information of concern to my employment history, whether same is of record or not, and I release employers and other persons named herein from all liability for any damages on account of furnishing such information. I understand that, as an applicant for a position with this company, I may be asked to demonstrate that I am capable of performing tasks which are pertinent to the job. I also understand that if offered a job, it may be conditioned on the results of a physical examination and drug test.

I further certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with the employer and for no other reason.

I agree to furnish such additional information and complete such examinations as may be required to complete my employment file.

I also understand that misrepresentation or omission of information or facts may result in my rejection or dismissal.

If hired, I agree to abide by all the rules and policies of the employer.

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Applicant Signature |  | Date |

**FLORIDA APPLICANTS ONLY**: I understand that, in accordance with Florida Statute §443.131(3)(a)(2), if hired, I will be placed on a 90-day probationary period. I further understand that if I am terminated for unsatisfactory work performance within the 90-day probationary period, the Company may seek to contest any employment benefit I might attempt to obtain as a result of my termination.

|  |  |
| --- | --- |
| Acknowledgment: |  |
|  | Applicant Signature |

**MARYLAND APPLICANTS ONLY**: Maryland lie detector law – “Under Maryland law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take a lie detector or similar test. Any employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding $100.” By signing the application form, the applicant expressly acknowledges that he or she has been advised of Maryland law concerning the use of lie detector or similar tests.

|  |  |
| --- | --- |
| Acknowledgment: |  |
|  | Applicant Signature |

**MASSACHUSETTS APPLICANTS ONLY**: Massachusetts lie detector law – “It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.”

|  |  |
| --- | --- |
| Acknowledgment: |  |
|  | Applicant Signature |