



Your Information

Name: _____
Last First Middle

Primary Telephone: _____ Alt. Telephone: _____

Social Security Number: _____ - _____ - _____

Present Address: _____
No. Street City State Zip

Permanent Address: _____
(If different from present address) No. Street City State Zip

Employment Desired

Position applying for: _____

Are you applying for:

- Regular full-time work? Yes ____ No ____
- Regular part-time work? Yes ____ No ____
- Temporary work, e.g., summer or holiday work? Yes ____ No ____

What days and hours are you available for work? _____

If applying for temporary work, during what period of time will you be available?

From: _____ To: _____

Are you available for work on weekends? Yes ____ No ____

Would you be available for overtime, if necessary? Yes ____ No ____

If hired, on what date can you start? _____

Salary desired: _____

Have you ever applied at Microdyne before? Yes ____ No ____

If yes, when? _____

How did you hear about opportunities at Microdyne? _____

Do you have any friends or relatives working for Microdyne? Yes ____ No ____

If yes state name(s) and relationship

Why are you applying at Microdyne Outsourcing, Inc.?

Employment Desired (Continued)

Are you at least 18 years old? Yes _____ No _____
(If under 18 years old, hire is subject to verification that you are of minimum legal age)

If hired, can you provide identification of your U. S. Citizenship or proof of your legal right to work in this country? Yes _____ No _____

Are you able to perform the essential job function for which you are applying?
 Yes _____ No _____ If no, describe the functions that cannot be performed

(Note: We comply with the ADA and consider reasonable accommodations and measures that may be necessary for eligible applicants/employees to perform essential functions, hire may be subject to passing a medical examination, and to skill and agility tests.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?
 Yes ___ No ___ *(Convictions for marijuana related offenses that are more than two years old need not be listed.)*

If yes, state nature of the crime(s), when and where convicted and disposition of the case?

Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense, the nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for however, may be considered.

Are you currently employed? Yes _____ No _____

If so, may we contact your employer? Yes _____ No _____

Education, Training and Experience

School	Name and Address	No. of Years Completed	Did you Graduate?	Degree or Diploma?
High School				
Collage / University				
Tech / Vocational				

Do you speak, write or understand any foreign language? Yes _____ No _____
 If yes, which language(s)? _____

Do you have any experience, training, qualifications or skills, which you feel make you especially suited for work at Microdyne? If so, please explain.

Employment History

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

1 - Employers Name: _____

Address: _____

No. Street City State Zip

Your Position and Duties: _____

Telephone No. _____ Supervisors' Name: _____

Date of Employment: From ___ / ___ / ___ to ___ / ___ / ___

Weekly Pay / Salary / Wages: Beginning: ___ / ___ / ___ Ending: ___ / ___ / ___

Reason for leaving:

2 - Employers Name: _____

Address: _____

No. Street City State Zip

Your Position and Duties: _____

Telephone No. _____ Supervisors' Name: _____

Date of Employment: From ___ / ___ / ___ to ___ / ___ / ___

Weekly Pay / Salary / Wages: Beginning: ___ / ___ / ___ Ending: ___ / ___ / ___

Reason for leaving:

3 - Employers Name: _____

Address: _____

No. Street City State Zip

Your Position and Duties: _____

Telephone No. _____ Supervisors' Name: _____

Date of Employment: From ___ / ___ / ___ to ___ / ___ / ___

Weekly Pay / Salary / Wages: Beginning: ___ / ___ / ___ Ending: ___ / ___ / ___

Reason for leaving:

Military Service

Have you obtained any special skills or abilities as the result of service in the military? Yes ___ No ___

If so, describe:

Employment References

List below three employment references within the last three years (if you do not have any employment references, explain why not?). **Please do not list personal references.**

Name: _____

Address: _____

No. Street City State Zip

Occupation: _____

Telephone No. _____ Number of years acquainted: _____

Name: _____

Address: _____

No. Street City State Zip

Occupation: _____

Telephone No. _____ Number of years acquainted: _____

Name: _____

Address: _____

No. Street City State Zip

Occupation: _____

Telephone No. _____ Number of years acquainted: _____

Explain why you have no employment references _____

Please Read Carefully, Initial Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the under-signed applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Date _____ Applicant's Signature _____

Please Return Completed Application to:

Maine

3 Godfrey Drive
Orono, ME, 04473
Phone: 207-866-6000
Fax: 207-866-6070

New York

265 Industrial Park Dr
Binghamton, NY, 13904
Phone: 800-457-1764
Fax: 607-352-1701

Ohio

2450 Speigle Dr. Suite E
Groveport, OH, 43125
Phone: 614-916-1000
Fax: 614-916-1002