



# Smart Electronics and Assembly, Inc.

## EMPLOYMENT APPLICATION

Name		Date	
Address			
Home Telephone		Work Telephone	
Cell Phone		Email Address	

Position Applying For:	
Salary/Compensation desired:	

Prefer	Regular Full-Time Work		Regular Part-Time Work		Temporary Work	
What days and hours are you available to work?						
If applying for temporary work, when will you be available?						
Would you be available?	Weekends	YES	NO	Overtime, if needed	YES	NO
If hired, on what date can you start?						

Are you at least eighteen years of age?	YES	NO
If hired, can you show proof of your eligibility to work in this country?	YES	NO

Are you able to perform the essential functions of the job for which you are applying?			
NO	YES	If no, describe the functions that cannot be performed	

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?			
NO	YES	If yes, state nature of the crime(s), when and where convicted and disposition of the case (attached sheet if necessary). <i>A yes answer is not an automatic bar to employment. (Convictions for marijuana-related offenses that are more than two years old need not be listed.)</i>	

Do you understand, speak or write any foreign languages?	NO	YES	If yes, which language(s):	
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Do you have any licenses or certifications that are relevant to the position? If so, please describe type and current status.	
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School	Name/Address	# Years Completed	Did you Graduate?		Degree or Diploma
High School			NO	YES	
College/ University			NO	YES	
Vocational/ Business			NO	YES	
Other			NO	YES	

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for the position for which you are applying? Please explain.	
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Have you obtained any special skills or abilities as the result of service in the military? If so, please explain.	
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**REFERENCES:** List below three persons not related to you who have knowledge of your work performance within the last three years.

Name		Telephone Number	
Address			
Occupation		# Years Acquainted	

Name		Telephone Number	
Address			
Occupation		# Years Acquainted	

Name		Telephone Number	
Address			
Occupation		# Years Acquainted	

**EMPLOYMENT HISTORY:** List present and past employment starting with most recent employer (last 10 years is sufficient). Account for all periods of unemployment. Complete even if attaching a resume.

If currently employed, may we contact your current employer?	NO	YES
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Employer						
Address						
Telephone				Type of Business		
Dates	From		To		Supervisor	
Pay	Starting	\$		per	Ending	\$ per
Position and Duties						
Reason for Leaving						

Employer						
Address						
Telephone				Type of Business		
Dates	From		To		Supervisor	
Pay	Starting	\$		per	Ending	\$ per
Position and Duties						
Reason for Leaving						

Employer						
Address						
Telephone				Type of Business		
Dates	From		To		Supervisor	
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Pay	Starting	\$		per	Ending	\$ per
Position and Duties						
Reason for Leaving						



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Please Read Carefully, Initial Each 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 undersigned 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.

\_\_\_\_\_ I hereby authorize Smart Electronics and Assembly, Inc. to speak with my references and confirm my work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to Smart Electronics and Assembly, Inc. any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Smart Electronics and Assembly, Inc., my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation of my references. We will provide you with separate disclosure and authorization forms pursuant to state and federal law for the background investigation we discussed with you.

\_\_\_\_\_ I understand that nothing contained in this application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Smart Electronics and Assembly, Inc. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_



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### VOLUNTARY EQUAL EMPLOYMENT OPPORTUNITY DATA FORM

The California Fair Employment and Housing Commission requires employers to obtain from applicants certain information concerning themselves. This form is used to provide each applicant the opportunity to furnish such information voluntarily. All information provided will be used for recordkeeping purposes only. This form will be removed from the application and will not be a factor in any employment decision affecting you.

Please check the appropriate box: Male  Female

#### RACE/ETHNICITY:

**Hispanic or Latino** (A person of Cuban, Mexican, Puerto Rican or Central American, or other Spanish culture or origin regardless of race. **If you checked this box, please do not mark any of the boxes below.**)

Otherwise, please designate any of the following that apply (you can choose more than one race or ethnicity if applicable):

**White** (not of Hispanic or Latino origin) – All persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American** (not of Hispanic or Latino origin) – A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or other Pacific Islander** (not of Hispanic or Latino origin) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Asian** (not of Hispanic or Latino origin) – 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.

**American Indian or Alaska Native** (not of Hispanic or Latino origin) – A person having origins in any of the original peoples of the North and South American (including Central America), and who maintain tribal affiliation or community attachment.

Employee Name (Printed): \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_