



**SUMMIT PACKAGING SYSTEMS**

Employment Application - Rev . 3

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Date:  
Position Applying for:  
Rate Desired:  
Shifts Available: 1st 2nd 3rd  
(Indicate order of preferences)

Name:

Full Address:

Telephone:

How did you hear of this opening? Newspaper Ad State Unemployment Walk-In Agency Sign Friend/Relative  
Other (Specify)

Have you ever been employed here before? When ?

Are you 18 years of age or older? Date you are available for full-time work

Are you employed now? May we contact your present employer for reference?

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?  
(Proof of citizenship, immigration status and a copy of your social security card will be required upon employment.)

Do you have reliable means of transportation?

Are you available for overtime during the week? On weekends?

Have you ever worked "off shifts" - 2nd/3rd?

Explain:

Military Record Branch: Rank Discharge Status:

Are you available for part time work?

Have you ever been convicted or pleaded no contest to crime which was not annuled by court? Yes No

If yes when, where and explain the circumstances (this does not automatically exclude you from consideration for employment):

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**EDUCATION**

High School College Trade School

School Name:

Years Completed:

Diploma/Degree/Certificate:

Have you completed any special courses or seminars that pertain to the position you are applying for?

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**WORK HISTORY- START WITH YOUR MOST RECENT JOB**

Employer : Job Title:  
Address: Supervisor's Name:  
Dates Employed From : to Shift:  
Reason for Leaving : Pay Rate:

Employer : Job Title:  
Address: Supervisor's Name:  
Dates Employed From : to Shift:  
Reason for Leaving : Pay Rate:

Employer : Job Title:  
Address: Supervisor's Name:  
Dates Employed From : to Shift:  
Reason for Leaving : Pay Rate:

What do you most enjoy about your work?

What do you least like about your work?

So that we might have a better idea of your skills and interests, we ask that you look over the questions below and provide us with information in the areas where you have experience.

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**ASSEMBLY:** Automated Manual What shift did you work? Was lifting involved? how much?  
was your job done mostly sitting down or standing Tell about your experience in assembly (product made, machines operated, what you did etc.):

**MACHINE SHOP:** Do you have your own tools? Can you read blueprints? Shop drawings? Can you lay-out your own work?  
Types of work done: Production Machining Punch Press Drill Press Lathes CNC EDM  
Stamping Other

**TOOL/DIE/MOLD MAKER:** Single Station/Progressive Molds (type) Repair / Maintenance  
Building Changeovers Tell about your experience in these areas:

**INJECTION MOLDING:** Operator Attendant Technician Color Blending Can you set-up?  
Can you trouble-shoot mechanical problems? To what extent? Have you experience with process ?  
List types:  
Tell about the equipment you have run and the jobs you have done:

**INSPECTION:** In-Process Tools & Guage Final Visual only Can you use Go/No-go Guages Flow meters Microscopes  
Calipers Verniers Dial Guages Other Have you done written compliance or inspection reports?  
Tell about your experience in inspection (what you inspected and how it was done):

**MAINTENANCE/ MECHANICS:** Electrical skills: Technician House wiring Electronic Electro/Mechanical repair Machines  
Mechanical Ability : Machine Maintenance Auto Mechanics Engine Repair Carpentry Skills Plumbing Hydrolics  
Power Tools Test Equipment Tell about your experience in maintenance (In what area it has been, what you have done and for how long?)

**MATERIALS:** Stockroom Shipping Receiving Packaging Have you ever worked with a computerized stock list  
Been involved in inventory-taking? Have you every run a fork lift or fork truck? Are you certified to do so?  
Have you prepared or worked with shipping documents (bills of landing export papers)?  
Packaging : Can you set up skids? How large?  
Tell about your experience in a stock room (whether you worked alone or with supervision, what duties were. etc):

**CLERICAL:** Typing Speed PC Word processing equipment used?  
Kinds of materials you prepared Correspondence Invoices Legal Documents Statistical (financial)  
Bills of landing /Shipping Papers Record-keeping Dictaphone Shorthand Transcription Other(Specify)

Do you have any bookkeeping/accounting experience? If yes explain:

Tell about your last few jobs (what you did, the scope of your responsibilities and what you are

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I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as many be necessary in arriving at an employment decision. I understand what this application is not and is not intended to be a contract of employment, in the event of employment , I understand that false or misleading information given in my application or interview may result in discharge. I understand, also that I am required to abide by all rules and regulations of the company, I understand that willingness to work overtime and weekends is a condition of employment.

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