



1206 Ann Street ♦ P.O. Box 327 ♦ Delavan, WI 53115  
 262-728-5262 ♦ Fax 262-728-6829  
 visit our website at [www.micro-precision.com](http://www.micro-precision.com)

## Application for Employment

**We consider applicants for all positions without regard to race, color, religion, creed, gender national origin, age, disability, marital status, or any other legally protected status.**

**Applicant must complete all pages. Incomplete or unsigned applications will not be considered.**

**Please Print**

Position Applied For:			Date of Application:		
Last Name		First name		Middle Initial	
Address	Number	Street	City/Town	State	Zip Code
Telephone Number(s)				Social Security Number	

Have you ever been employed with us before?  Yes  No

If Yes, give date \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here?  Yes  No

If Yes, state name and relationship \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No

If Yes, give date \_\_\_\_\_

Date available for work \_\_\_\_\_

Are you available for work  Full Time  Part Time  Temporary

Which shift are you available?  1st Shift  2nd Shift  3rd Shift

Are you currently on "Lay Off" status and subject to recall?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?  Yes  No

Machinists, Machine Operators and Quality personnel are required to provide their own basic, personal tools such as micrometers & calipers. Do you own your own tools?  Yes  No

MicroPrecision has a tool purchase assistance program. Would you be willing to purchase required personal tools, if hired?  Yes  No

As part of our ISO 9002 Quality System, all gages and measuring instrument must be marked with a unique identifier. If a unique identifier is not available, are you willing to engrave your gages with a unique identifier?  Yes  No

Do you know how to use a micrometer?  Yes  No

List all gages and measuring instruments that you have experience using:

\_\_\_\_\_

\_\_\_\_\_

Do you know how to read shop blueprints?  Yes  No

Where did you learn this skill \_\_\_\_\_

School	Name & Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Technical College				
Other (Specify)				

## Work Experience

Start with your present or last job. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer	Dates Employed		
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

## Reference Check Authorization

I, \_\_\_\_\_, have applied for a position with MicroPrecision and I authorize them to verify my  
(Please print name)  
 employment record with my previous employer(s).

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

**The following information will be obtained from past employer(s) or personal references.**

Position held: \_\_\_\_\_

Time Period: From \_\_\_\_\_ To \_\_\_\_\_

Summary of Job Duties \_\_\_\_\_

Describe Quality of work: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Would you rehire? \_\_\_\_\_

Other comments \_\_\_\_\_

Comments on Work Experience: (include explanation of any gaps in employment)

**Specialized Skills**

"X" skills/equipment operated/equipment set up	Not	Operate	Set Up &	Where did you gain this skill?
	Applicable	Only	Operate	
Drill Press	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manual Mills/Lathes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CNC Milling/Machining Centers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of machine
CNC Turning Centers/Lathes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of machine
Brown & Sharpe/Traub Screw Machines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Multiple Spindle Screw Machines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Swiss Torno Screw Machines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Other Machines/Equipment (Be Specific)

**Additional Information**

Other Qualifications: Summarize special job related skills and qualifications acquired from employment or other experience.

**Personal/Professional References**

Do not include family members or past supervisors

Name	Phone Number	Occupation

## Math Test

### Solve the following problems:

(Blank area to right may be used as "scratch paper")

$$2.33 + 133.05 + 1,001.637 = \underline{\hspace{2cm}}$$

$$124 + 198 + 3,333.15 = \underline{\hspace{2cm}}$$

$$13 + 125.04 - 54 = \underline{\hspace{2cm}}$$

$$1000 - 547 - .05 + 547 = \underline{\hspace{2cm}}$$

$$\begin{array}{r} 1202.06 \\ - 547.30 \\ \hline \end{array}$$

$$\begin{array}{r} 347.005 \\ - 69.040 \\ \hline \end{array}$$

$$\begin{array}{r} 2.140 \\ - 0.076 \\ \hline \end{array}$$

$$\begin{array}{r} 2.140 \\ + 0.076 \\ \hline \end{array}$$

### Answer the following Questions.

Five years from now, what type of position do you see yourself in and how do you plan to get there?

What are the three most important things you look for in a company when making your employment decision?

If hired, what are the three most important things you would contribute to MicroPrecision?

### Applicant Statement

Please read the following statements carefully before you sign your name.

"I HEREBY CERTIFY that the answers given by me to the above questions and statements are true and correct and hereby authorize you to contact references, past or present employers, persons, schools, law enforcement agencies and any other sources of information which may be relevant to my application for employment. It is understood and agreed that any misrepresentation, false statement, or omissions by me in this Application will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability to this Company.

I further understand that no representative of the Company has the authority to enter into any agreement for employment for any specified period of time and that this Company is not guaranteeing employment for anyone. No employment contract is created by virtue of my being hired by this Company.

If employed, I agree to abide by all of the work and safety rules of the Company. I understand that this Company is committed to maintaining a drug-free workplace. I am aware that the Company will require a drug test as a part of the hiring process. Also, if employed, I realize that the Company conducts random drug testing of its employees.

I understand that this application will remain on file for 90 days for consideration. After 90 days, if I am still interested in a position with this Company, it may be necessary for me to complete a new application form."

\_\_\_\_\_ Date

\_\_\_\_\_ Applicant Signature