



APPLICATION FOR EMPLOYMENT

1110 Maple Street • P.O. Box 300 • Elma, New York 14059-0300
716-655-5990 • FAX 716-655-6012
www.servotronics.com

All applicants will be considered for employment without regard to race, religion, color, sex, national origin, marital or veteran status, medical condition or handicap, or any other status protected by law. We are an Equal Opportunity Employer.

Please print using blue or black ink only. Please mark an X in the appropriate boxes to indicate your selections.

PERSONAL

Date _____

Name _____
LAST NAME FIRST NAME MIDDLE NAME

Address _____
NUMBER STREET CITY STATE ZIP + 4 CODE

Telephone Number(s) _____ Referred by: Our Advertisement. Friend/Relative _____
AREA CODE THEIR NAME(S)
 Employment Agency _____
NAME & PHONE NUMBER

Are you over 18 years of age? YES NO If NO, a work permit will be required.

Are you legally eligible for permanent employment in the United States? YES NO (If hired, verification is required by law.)

Position(s) applied for: _____ Full Time Part Time Shift: 1st 2nd

Date you are available to start work: ____ / ____ / ____ Salary or Wages desired: \$ _____ per Hour per Week

If Part Time, indicate days and hours you are available to work:
Monday _____ to _____ AM PM AM PM
Tuesday _____ to _____ AM PM AM PM
Wednesday _____ to _____ AM PM AM PM
Thursday _____ to _____ AM PM AM PM
Friday _____ to _____ AM PM AM PM
Saturday _____ to _____ AM PM AM PM
Sunday _____ to _____ AM PM AM PM

Have you ever worked for us before? YES NO If YES, when? _____ Position _____

Indicate special qualifications or skills: _____

EDUCATION	NAMES & LOCATIONS OF SCHOOLS	COURSES OF STUDY	YEARS COMPLETED	DID YOU GRADUATE? PLEASE INCLUDE GRADUATION DATES
NAME OF ELEMENTARY SCHOOL STREET ADDRESS CITY, STATE, ZIP CODE				
NAME OF HIGH SCHOOL STREET ADDRESS CITY, STATE, ZIP CODE				
NAME OF COLLEGE STREET ADDRESS CITY, STATE, ZIP CODE		MAJOR DEGREE		
NAME STREET ADDRESS CITY, STATE, ZIP CODE				

Are you employed at the present time? YES NO If hired, will you work overtime if required? YES NO

Have you ever been bonded in prior employment? YES NO If YES, list name(s) of employer(s): _____

Have you ever been convicted of a crime (excluding traffic offenses)? YES NO If YES, list convictions: (A conviction does not necessarily disqualify an applicant for the position being applied for.)

PRIOR EMPLOYMENT

Start with most recent employer.

EMPLOYER	TELEPHONE NUMBER	FROM	MONTH/YEAR	TO	MONTH/YEAR
ADDRESS <small>Please include street, city, state, and zip code.</small>		POSITION			
DUTIES		SUPERVISOR'S NAME			
		STARTING SALARY/WAGE			
REASON FOR LEAVING		FINAL SALARY/WAGE			
EMPLOYER	TELEPHONE NUMBER	FROM	MONTH/YEAR	TO	MONTH/YEAR
ADDRESS <small>Please include street, city, state, and zip code.</small>		POSITION			
DUTIES		SUPERVISOR'S NAME			
		STARTING SALARY/WAGE			
REASON FOR LEAVING		FINAL SALARY/WAGE			
EMPLOYER	TELEPHONE NUMBER	FROM	MONTH/YEAR	TO	MONTH/YEAR
ADDRESS <small>Please include street, city, state, and zip code.</small>		POSITION			
DUTIES		SUPERVISOR'S NAME			
		STARTING SALARY/WAGE			
REASON FOR LEAVING		FINAL SALARY/WAGE			

MILITARY SERVICE

BRANCH OF SERVICE	FROM	MONTH/YEAR	TO	MONTH/YEAR	RANK & DUTIES	DATE DISCHARGED

PERSONAL REFERENCES

NAME	COMPLETE ADDRESS <small>Please include street, city, state, and zip code.</small>	YEARS KNOWN	TELEPHONE

The above information is true and complete to the best of my knowledge. Should I be employed by Servotronics, Inc., any misrepresentation or false statement contained herein may be considered cause for possible dismissal. Servotronics, Inc. has my permission to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment, personal history or credit standing and I release all parties from any possible damages resulting from disclosing such information with or without prior written notice to me. I reserve the right to know the names and addresses of any investigative agencies used in order that I may learn the information contained in any reports furnished to Servotronics, Inc.

I understand that Servotronics, Inc. requires a pre-employment, post offer drug and alcohol test. Failure to pass such test(s) negates an employment offer.

I understand this application does not constitute an employment contract of any kind. Should I be employed by Servotronics, Inc., I may resign such employment at any time at my discretion with or without prior notice and Servotronics, Inc. may terminate my employment at any time at their discretion, with or without cause and with or without prior notice.

Date: _____ Signature of Applicant: _____

DO NOT WRITE BELOW THIS LINE

Date called: _____	Interview date & time: _____	SUMMARY OF INTERVIEW: _____
Accepted for employment: <input type="checkbox"/> YES <input type="checkbox"/> NO Position _____ Supervisor _____ Dept. _____ Shift _____		
Starting Rate: \$ _____ per <input type="checkbox"/> Hour <input type="checkbox"/> Week Date scheduled to start work: _____		
Interviewed by: _____		Date: _____
Approved by: _____		Date: _____
Date Physical Exam scheduled for: _____		Scheduled by: _____ Date: _____

Various Federal, State and Local Laws prohibit discrimination based on race, color, sex, sexual orientation, religion, national origin, ancestry, age, disability or marital status. Servotronics, Inc. is an equal opportunity employer and your response to any question will not be sued as a basis for discrimination. This Application for Employment form is designed for general use throughout the United States. It has been prepared in accordance with E.E.O.C. guidelines.



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Name: _____
LAST NAME FIRST NAME

Date: _____

ASSEMBLY AND TEST

Place an X next to any of the following assembly operations you may have performed on small, precision mechanisms.

- _____ Dial Indicator
- _____ Soldering and wire color identification
- _____ Use of crimping tools for electrical contacts
- _____ Painting with air brush or spray gun
- _____ Lockwire installation
- _____ Use of torque wrenches
- _____ Use of assembly blueprints
- _____ Work under magnification
- _____ Coil winding
- _____ Use of electrical test equipment:
 - _____ Digital multimeter
 - _____ Resistance measuring equipment
 - _____ Low resistance bridge
 - _____ Hypot
- _____ Basic computer skills
- _____ Understand basic engineering terms (PSI, milliamps, etc.)
- _____ Understand thread size identification
- _____ Understand different screw types
- _____ Any soldering certification? YES NO



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Name: _____
 LAST NAME FIRST NAME

Date: _____

INSPECTION

Place an X next to the measuring tools you are experienced with.

- _____ Dial Indicator
- _____ Dial height gauge
- _____ Micrometers
- _____ Dial calipers
- _____ Pin gauges
- _____ Thread gauges
- _____ Dial bore gauge
- _____ Feeler gauge
- _____ Profilometer
- _____ Hardness tester
- _____ Coordinate measuring machine (CMM)
- _____ Optical comparator
- _____ Flow meters
- _____ Air gauging
- _____ Electrical meters
- _____ Pressure gauges
- _____ Microscope

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Name: _____
LAST NAME FIRST NAME

Date: _____

MACHINE SHOP

Place an X in the appropriate column if you have experience programming, setting up or operating any of the machinery in the following list.

	PROGRAM	SET UP	OPERATE
Arbor press			
Hydraulic press			
Punch press			
Sheet metal shear			
Cut off saw			
Drill press			
Horizontal mill			
Vertical mill			
Lathe			
Precision Surface Grinder			
Blanchard Grinder			
CNC vertical mill			
CNC lathe			
CNC surface grinder			
Wire EDM			
Sinker EDM			
LASER marker			
Induction brazing			
Torch brazing			
TIG welding			
Deburring tools			



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EQUAL EMPLOYMENT OPPORTUNITY SELF-IDENTIFICATION SURVEY

Servotronics, Inc. is an equal employment opportunity employer and does not unlawfully discriminate on the basis of race, religion, sex, sexual orientation, color, age, national origin, disability, marital status, veteran status, genetic predisposition or any other status protected by applicable law. This voluntary Self-Identification Survey is being provided to you so the Company may comply with government recordkeeping and other legal requirements, including those which require the company to provide the information requested below to the federal government.

The completion of this voluntary survey is optional, and the inclusion or exclusion of any data on this form will not subject you to any adverse treatment or affect your employment opportunities with the Company. In addition, all voluntary surveys are kept in a confidential file, are not part of your application or personnel file, and will only be used in accordance with the provisions of applicable federal law.

Please print using blue or black ink only. Please mark an X in the appropriate boxes to indicate your selections.

Name: _____ Date of Application: _____

Position Applied For: _____

Gender: Female Male

Race/Ethnicity (select only one)

<input type="checkbox"/>	White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
<input type="checkbox"/>	Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/>	Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
<input type="checkbox"/>	Asian (Not Hispanic or Latino) – 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.
<input type="checkbox"/>	American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/>	Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.