

M Tech

Job Application form

Applicant Information			
Full Name:		Date:	
Street Address		Apartment/Unit #	
	City	State	ZIP Code
Phone: ()			E-mail Address:
Date Available:		Desired Salary: \$	
Position Applied for:			

Current Age ☐ under 21 ☐ 21-30 ☐ 30-40 ☐ 50 and over

Are you currently employed? Y N

Do you mind saying where? _____

Why are you considering leaving your current job? _____

Why did you leave your last job? _____

When would you be available to start? _____

How did you hear about us/who told you about us? _____

What is your education level? ☐ Grade 8 ☐ Highschool / GED ☐ College

Which subjects did you like the best? _____

Like the least? _____

Former Employment:

Dates to/ from	Name. address of Employer	Pay	Position	Reason for Leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Which of these jobs did you like the best? _____

Why?

Which of the jobs did you like least?

Why?

List 3 References. Try to list people you worked for or worked with,

Name	Phone Number	Where do you know them from
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have/or can get high speed internet (at least 10x1) 4g LTE service should be acceptable if you have a strong signal? _____

What would be your preferred work schedule. i.e. 8:00-5:00 Mon-Fri...etc.

Don't worry about how high or how low you score; we just want to find out where your unique skills lie. We will gladly train the applicant with the best attitude.

Rate your experience with the following by giving it a low score (no experience) 1 to a high score (very experienced) a 5. If you have not heard of it, circle the 1.

Finding Items on the Internet	1	2	3	4	5	
	No experience					Tons of experience
Accounting Experience	1	2	3	4	5	
	No experience					Tons of experience
Installing Software	1	2	3	4	5	
	No experience					Tons of experience
Microsoft Word	1	2	3	4	5	
	No experience					Tons of experience
CorelDraw	1	2	3	4	5	
	No experience					Tons of experience
Any Other Vector Drawing Program	1	2	3	4	5	
	No experience					Tons of experience
Typing	1	2	3	4	5	
	No experience					Tons of experience
How are you on the phone?	1	2	3	4	5	
	Needs improvement					I wrote the book
How are you at taking direction?	1	2	3	4	5	
	Needs improvement					I wrote the book

How many words per minute can you type: _____/wpm

Tell us about your skills. Don't be shy about bragging. Rate yourself as either low skill/no skill (a 1) in the area or highly skilled (a 5) in the area:

Following Written Directions	1	2	3	4	5	
	No/Low Skill			Very Skilled		
Following Verbal Directions	1	2	3	4	5	
	No/Low Skill			Very Skilled		
Working with interruptions	1	2	3	4	5	
	No/Low Skill			Very Skilled		

Part III. Next Steps

When finished fax your application to 585-526-2100 or email to support@m-mfg.info

The top applicants will be contacted to arrange for a face to face interview or a phone interview to see if they would be a good fit.

We thank you for applying.

Disclaimer and Signature			
<i>I certify that my answers are true and complete to the best of my knowledge.</i>			
<i>If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.</i>			
Signature:		Date:	