



2250 Northwood Drive  
Salisbury, MD 21801

## K&L MICROWAVE, INC APPLICATION FOR EMPLOYMENT

Please complete this application in its entirety. Incomplete applications will not be accepted.

Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_

City

State

Zip Code

Telephone: Home

Work

E-mail Address

### EMPLOYMENT DESIRED

Position: \_\_\_\_\_ Desired rate of pay: \_\_\_\_\_

Type of employment desired:  Full-time  Part-time  Temporary

Referred by: \_\_\_\_\_

Are you age 18 or older?

- Yes  
 No

Have you ever worked for K&L Microwave before?  Yes  No

If yes, state dates worked: \_\_\_\_\_

Date you will be available to start work: \_\_\_\_\_

May we contact your present employer?  Yes  No

## EMPLOYMENT EXPERIENCE

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Please provide employment information for your past four employers starting with your current job and working back in time.

Current or Most Recent Job:      Employment Dates from: \_\_\_\_\_ to \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Job Summary: \_\_\_\_\_

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

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Previous Job:                              Employment Dates from: \_\_\_\_\_ to \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Job Summary: \_\_\_\_\_

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

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Previous Job:                              Employment Dates from: \_\_\_\_\_ to \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Job Summary: \_\_\_\_\_

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

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Previous Job:                              Employment Dates from: \_\_\_\_\_ to \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Job Summary: \_\_\_\_\_

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

## EDUCATION

School/College                      City, State                      Graduated (Y/N)                      Degree Awarded/Subject

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## CERTIFICATIONS / LICENSES / REGISTRATIONS

Please list any special licenses, certifications, or training you have that you believe will help you to do the job for which you are applying: \_\_\_\_\_

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## OTHER SKILLS

TYPING: \_\_\_\_\_ WPM      TEN KEY: \_\_\_\_\_ KPM      TRANSCRIPTION: \_\_\_\_\_ WPM

Dictaphone, Shorthand?     Yes     No

Computer Skills: Word Processing: \_\_\_\_\_ Spreadsheets: \_\_\_\_\_

Databases: \_\_\_\_\_ Graphics: \_\_\_\_\_

Other: \_\_\_\_\_

## CRIMINAL HISTORY

Have you been convicted of, or pleaded guilty to, a felony in the past seven (7) years?     Yes     No

If yes, please explain: \_\_\_\_\_

## MILITARY SERVICE RECORD

Were you in the U.S. Armed Forces?     Yes     No

If yes, what branch? \_\_\_\_\_

List duties in the service including special training relevant to the position you are applying for:

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## REFERENCES

Please list at least three (3) references. (Do not include relatives.)

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Full Name/Title

Telephone

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Full Name/Title

Telephone

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Full Name/Title

Telephone

## AUTHORIZATION / RELEASES

I certify that all statements made in the application are true and complete to the best of my knowledge. I understand that false or incomplete answers or omissions are grounds for not employing me and for dismissal after employment.

I understand that neither the acceptance of this application nor my acceptance of any future offer of employment will serve as an actual or implied contract of employment or create any right to remain an employee of K&L Microwave, Inc. for any definite period of time. I understand that any employment that I might be offered by K&L Microwave, Inc. will be at will and of indefinite duration. I understand that either I or K&L Microwave, Inc. may terminate such employment at any time with or without notice for any or no reason, and that no agreement to the contrary will be valid or recognized by K&L Microwave, Inc. unless made in writing and signed by the President of K&L Microwave, Inc.

I understand that none of K&L Microwave, Inc.'s practices or policies are to be construed as imposing any binding obligations on the Company, and that they are subject to change or deletion at any time.

I hereby authorize K&L Microwave, Inc. to obtain from schools, former employers, or other individuals or institutions it contacts, any information in their possession regarding my employment history or qualifications for the job for which I have applied.

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Date

Applicant's Signature

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A SUBJECT TO A FINE NOT EXCEEDING \$100.

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Date

Applicant's Signature

EQUAL OPPORTUNITY EMPLOYER

DRUG FREE WORKPLACE



2250 Northwood Drive  
Salisbury, MD 21801

### AFFIRMATIVE ACTION VOLUNTARY INFORMATION

Completion of information below is voluntary.

K&L Microwave Incorporated provides equal opportunity to all qualified applicants and employees by prohibiting discrimination in employment decisions because of race, color, religion, sex, national origin, age, veteran status or handicap.

We request that you complete this data information form solely to assist us in complying with Federal and State Equal Employment Opportunity and Affirmative Action record keeping requirements.

PLEASE NOTE: This survey is NOT a part of the official application for employment. The information you provide will be recorded and maintained in a confidential file, separate from all other records.

#### APPLICANT INFORMATION: \_\_\_\_\_

NAME: \_\_\_\_\_  MALE  FEMALE

SOCIAL SECURITY NUMBER: \_\_\_\_\_

Please check ONE of the following Equal Opportunity Identification Groups:

- |  |   |
|--|---|
| <input type="checkbox"/> White (non-Hispanic origin) | <input type="checkbox"/> Black (not of Hispanic origin) |
| <input type="checkbox"/> Hispanic                    | <input type="checkbox"/> American Indian/Alaskan Native |
| <input type="checkbox"/> Asian/Pacific Islander      | <input type="checkbox"/> Other _____                    |

#### REFERRAL SOURCES: \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Walk-in                      | <input type="checkbox"/> State Employment Office |
| <input type="checkbox"/> Employment Agency            | <input type="checkbox"/> Relative                |
| <input type="checkbox"/> Employee                     | <input type="checkbox"/> Other                   |
| <input type="checkbox"/> Advertisement — Source _____ |  |

#### COVERED VETERAN STATUS: \_\_\_\_\_

Veteran of the Vietnam Era (defined as a person who (a) served on active duty for a period of more than 180 days, any part of which occurred between February 28, 1961 to May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge or (b) was discharged or released from active duty for a service-connected disability if any part of his or her active duty was performed between February 28, 1961 to May 7, 1975)

Other Covered Veteran (defined as a veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized)