

Applicant Information

Name: _____ Date: _____

Address: _____

City _____ State _____ Zip _____

Phone: _____ Date Available: _____

Position: _____ FT PT Desired Salary: \$ _____

How did you hear of Otis: Ad Walk In Friend Employee Name: _____

List relatives currently employed here: _____

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? YES NO

Have you ever applied to / worked for Otis before? YES NO If yes, when? _____

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Responding YES does not necessarily bar applicants from employment. YES NO Explain: _____

Education

	School Name/Location	Course/Major	Did you Graduate
High School/GED			Yes <input type="checkbox"/> No <input type="checkbox"/>
College			Yes <input type="checkbox"/> No <input type="checkbox"/>
Other			Yes <input type="checkbox"/> No <input type="checkbox"/>

The Federal Branch under Executive Order 11246 requires the corporation to report sex and race/ethnic origin of applicants for employment. Submission of information is voluntary and failure to provide it will not subject you to adverse treatment. Your cooperation is appreciated. Otis Technology is an equal opportunity employer and does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or veteran status in admission or access to, or treatment or employment in, its programs and activities. Individuals whom have inquires regarding the corporation's policy and procedures should contact the HR Manager.

Sex and Race/Ethnic Group

- | | | |
|---------------------------------|--|--|
| <input type="checkbox"/> Male | <input type="checkbox"/> White | <input type="checkbox"/> Native Hawaiian or other Pacific Islander |
| <input type="checkbox"/> Female | <input type="checkbox"/> Black or African American | <input type="checkbox"/> American Indian, Eskimo or Aleut |
| | <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Two or More Races |
| | <input type="checkbox"/> Asian | <input type="checkbox"/> Decline to disclose |

Military Service

- | | |
|--|--|
| <input type="checkbox"/> Disabled Veteran | <input type="checkbox"/> Armed Forces Service Medal Winner |
| <input type="checkbox"/> Other Protected Veteran | <input type="checkbox"/> Recently Separated Veteran |

Interests and Skills

List any special skills, qualifications, languages, machine operation or certificates:

References

Please list two references who are not family members.

Name: _____ Relationship: _____
Occupation: _____ Phone: _____
Name: _____ Relationship: _____
Occupation: _____ Phone: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation?

NO YES If no, please explain: _____

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____