

OptiMA, Inc.

An Equal Opportunity Employer --- E/O/E

APPLICATION FOR EMPLOYMENT

Applicants for employment at OptiMA, Inc. ("OptiMA") are considered without regard to race, color, religion, sex, sexual orientation, age, genetic information, national origin, veteran status, membership in or application to the uniformed services, physical or mental disability or any other characteristic protected by applicable law.

Date: _____

Name: _____
Last First Middle Initial Social Security No.

Address: _____
Street City State Zip Code

Telephone: Home: _____ Business: _____

Position Applied For: _____ Salary Expected: _____

Full Time: _____ Part Time: _____

Indicate preferred shift (i.e., 1st, 2nd, 3rd), in order of preference: _____

Have you filed an application here before? No Yes Date: _____

Have you ever been employed here before? No Yes Date: _____

When could you begin work? _____

Can you work overtime if asked? _____

How did you learn of our organization? _____

Can you travel if a job requires it? Yes No

RECORD OF EDUCATION

	Elementary	High	College/ University	Graduate/ Professional
Name of School				
Years Completed: (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma / Degree				
Describe Course of Study				
Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities				

RECORD OF EMPLOYMENT

List below all present and past employment, beginning with your PRESENT or MOST RECENT. You may include any verifiable work performed on a volunteer basis. If you need additional space, please continue on a separate sheet of paper.

Company: _____ From: _____ To: _____

Address: _____ Supervisor: _____

Telephone No.: _____ May we contact this employer: Yes ___ No ___

Job Title: _____ Hourly Rate/Salary: _____
Starting Final

Work Performed: _____

Reason for Leaving: _____

Company: _____ From: _____ To: _____
Address: _____ Supervisor: _____
Telephone No.: _____ May we contact this employer: Yes ___ No ___
Job Title: _____ Hourly Rate/Salary: _____
Starting Final
Work Performed: _____
Reason for Leaving: _____

Company: _____ From: _____ To: _____
Address: _____ Supervisor: _____
Telephone No.: _____ May we contact this employer: Yes ___ No ___
Job Title: _____ Hourly Rate/Salary: _____
Starting Final
Work Performed: _____
Reason for Leaving: _____

Comments: Include explanation of any gaps in employment.

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special skills, certifications and qualifications acquired from employment or other experience: _____

REFERENCES

Give the name, address and telephone number of three (3) references who are not related to you and are not previous employers.

Are you under the age of 18? Yes _____ No _____

An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer 'no record' with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

Have you been convicted of a felony? Yes _____ No _____

If yes, please explain: _____

Have you been convicted of a misdemeanor within the past five years (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)?

Yes _____ No _____

If yes, please explain: _____

SIGNATURE

Please read the following carefully and then sign below.

I hereby declare that the information provided by me in this Application for Employment is true, correct and complete to the best of my knowledge. I authorize OptiMA to investigate my past and present employment, education and activities and verify all data provided by me on this application, on related papers and in interviews. I authorize all individuals, schools and/or firms named herein (except my current employer, if so noted) to provide any information requested about me. I release from all liability any persons, companies, corporations or educational institutions supplying such information. I release OptiMA from any and all liability resulting from the verification of such information. I understand that any false statement or omission of fact on this application or on any supporting documents shall be grounds for non-hire or discharge, regardless of when discovered by OptiMA.

I understand that, if I am hired by OptiMA, my status will be that of an employee-at-will, meaning that I will have no contractual right, express or implied, to remain in OptiMA's employ. I further understand that, if I am hired, by OptiMA, my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of OptiMA or me. I understand that no representative of OptiMA has the authority to enter into any oral agreement for employment for a specified period of time or to make any agreement contrary to the foregoing.

I understand that, if I am extended an offer by OptiMA, I will be required to provide, among other things, evidence of my identity and authorization for employment in the United States prior to the commencement of my employment.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

I understand that, if I am hired by OptiMA and my employment subsequently ends, OptiMA may provide information about my employment to persons in response to job reference requests, and I hereby consent to such disclosures.

Signature: _____ Date: _____

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview: Yes No

Interviewer: _____ Date: _____

Remarks: _____

Employed: Yes No Date of Employment: _____

Job Title: _____ Hourly Rate/
Salary: _____ Department: _____

By: _____
