



Swiss Precision Machining, Inc.
7550 N. Oak Park Ave.
Niles, IL 60714

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap or national origin.

PERSONAL INFORMATION

Date: _____

Name: _____
Last First Middle

Present Address: _____
Street City State Zip

Home Phone Number: _____ Mobile Phone Number: _____

Email Address: _____ Referred By: _____

Are you 18 years or older? (circle one) Yes No Desired Position: _____

Available Start Date: _____ Salary Desired: _____

Are you currently employed? (circle one) Yes No

EDUCATION INFORMATION

	Name and Location of School	Last Year Completed	Did you Graduate?		Area(s) of Study & Degrees Received
			Yes	No	
Grammar School			Yes		
			No		
High School		1 2 3 4	Yes		
			No		
College		1 2 3 4	Yes		
			No		

GENERAL INFORMATION

Job-Related Skills (typing etc.): _____

Special Study Areas or Research Work: _____

Activities Other Than Religious (Civic, Athletic, etc.): _____

PREVIOUS EMPLOYERS

List last four previous employers, start with most recent first.

Date of Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
Start				
End				
Start				
End				
Start				
End				
Start				
End				

REFERENCES

List below three persons not related to you. (Must have known at least one year.)

Name	Phone Number	Position	Years Acquainted

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.

I understand that any employment is conditioned on a background check. I authorize the Company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. I release the Company, any former employers and all reference listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.

If I am offered employment, I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Company and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Company the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the Company's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The Company retains the right to revise its policies or procedures, in whole or in part, at any time.

Date _____

Signature _____

Application Questionnaire - all questions must be answered.

Name: _____

General Questions: (Circle One)

- Are you willing to work overtime on Saturdays or evenings? Yes No Comments: _____
- Are you willing to work Day or Night shifts? Yes No Comments: _____
- Do you have any objections to taking a physical? Yes No Comments: _____
- Are you willing to work a 90-day trial period? Yes No Comments: _____
- Have you ever worked in a machine shop of any kind? Yes No Comments: _____

Experience Questions: (Circle One)

Instrument knowledge (micrometer, caliper, comparator, drop indicator) Yes No # of years: _____
Cross out any instruments above that you are NOT familiar with.

Statistical Process Control (SPC) (inspection on the floor, manual, computerized) Yes No # of years: _____
Cross out manual or computerized if you are NOT familiar with that type.

Basic Secondary (deburring and lathe operation only - NO tool sharpening) Yes No # of years: _____
List type of equipment: _____

Advanced Secondary (lathe, mill, operation and setup - WITH tool sharpening) Yes No # of years: _____
List type of equipment: _____

Basic Screw Machine (operation, example: Tornos - NO tool sharpening) Yes No # of years: _____
List name of equipment: _____

Advanced Screw Machine (operation, setup - WITH tool sharpening) Yes No # of years: _____
List name of equipment: _____

Knowledge of CNC Machining Centers (mills) Yes No # of years: _____
List name of equipment: _____

Knowledge of CNC Turning Machines (lathes) Yes No # of years: _____
List name of equipment: _____

Basic operation only (no offsets, no tool changing) Yes No

Advance operation (change tools, performs offset adjustments) Yes No

Able to edit programs on CNC machines listed above Yes No

Set up CNC machines listed up above Yes No

Program CNC machines listed above Yes No

Number of machines operated at one time 1 2 3 4 5 6 7 8 9 10

Tool Sharpening Experience (utilizing tool sharpening equipment, not free hand) Yes No # of years: _____
List tools able to sharpen:

Machine Maintenance Experience (daily, scheduled, preventative etc.) Yes No # of years: _____
Be prepared to elaborate at interview time.

Tool Room Machinist (making fixtures, dies, repair of equipment etc.) Yes No # of years: _____
Be prepared to elaborate at interview time.

Tool Crib Experience (monitoring, organizing, ordering, knowledge of tools computer skills) Yes No # of years: _____
Be prepared to elaborate at interview time.

Scheduling Experience (to machine, customer contact, perishable needs, software used etc) Yes No # of years: _____
 Be prepared to elaborate at interview time.

Engineering Experience (manufacturing, process control, electrical, mechanical etc.) Yes No # of years: _____
 Be prepared to elaborate at interview time.

Please circle "Yes" or "No" for the following items indicating if you have general knowledge on the topic.

Accomplishments:

Circle Yes or No where you have knowledge or are familiar with and need no assistance in using...

Machines:

	<u>Operate</u>	<u>Setup</u>		<u>Operate</u>	<u>Setup</u>
Tornos Cam	Yes / No	Yes / No	Star CNC	Yes / No	Yes / No
Citizen CNC	Yes / No	Yes / No	ECAS CNC	Yes / No	Yes / No
Tornos CNC	Yes / No	Yes / No	LNS Barfeeder	Yes / No	Yes / No
Iemca Barfeeder	Yes / No	Yes / No	CAV Barfeeder	Yes / No	Yes / No
Haas CNC	Yes / No	Yes / No	Omni Turn	Yes / No	Yes / No
SPC	Yes / No	Yes / No	Swagers	Yes / No	Yes / No
Turret Lathes	Yes / No	Yes / No	Surface Grinder	Yes / No	Yes / No
Burr King Sander	Yes / No	Yes / No	Bader Sander (De-Burr)	Yes / No	Yes / No
Bridgeport Mill	Yes / No	Yes / No	Drill Press	Yes / No	Yes / No
Punch Press	Yes / No	Yes / No	Trinco Sand Blaster	Yes / No	Yes / No
Plastic Polish Wheels	Yes / No	Yes / No	Automatic Press	Yes / No	Yes / No
Automatic Oct. Knurler	Yes / No	Yes / No	Tesker Thread Roller	Yes / No	Yes / No
Kinefac Thread Roller	Yes / No	Yes / No	Waterbury Thread Roller	Yes / No	Yes / No
Snow Drilling Maching	Yes / No	Yes / No	Tumbling Machine	Yes / No	Yes / No

Machine Tools:

Drills	Yes / No	Taps	Yes / No	Boring Bars	Yes / No
Reamers	Yes / No	Chasers	Yes / No	Saws	Yes / No
Center Tools	Yes / No	Radius Tools	Yes / No	Mills	Yes / No
Cutoff Tools	Yes / No	Form Tools	Yes / No	Single Point Tools	Yes / No
Turning Tools	Yes / No	Chipcurler Tools	Yes / No	D Drills	Yes / No
Inserts & Holders	Yes / No	Spade Drills	Yes / No	Half Rd Drills	Yes / No

Quality Control Gages:

Micrometers	Yes / No	Gage Blocks for Calibration	Yes / No
Calipers	Yes / No	General Print Interpretation	Yes / No
Comparators	Yes / No	Ram Optical Vision System	Yes / No
Pin Gages	Yes / No	St-Industries Vision System	Yes / No
Feeler Gages	Yes / No	Surface Tester - General Use	Yes / No
OGP - General Use	Yes / No	MeasurLink SPC - General Use	Yes / No
OGP - Programming	Yes / No	Gage Block - For Build Up	Yes / No
Gage Calibration	Yes / No	MeasurLink SPC - Programming Parts	Yes / No
Advance SPC - Capability Studies	Yes / No	Micrometer & Caliper Repair	Yes / No

Engineering:

Quoting	Yes / No	Programming	Yes / No	Microsoft Excel	Yes / No
AutoCad	Yes / No	SolidWorks	Yes / No	Microsoft Outlook	Yes / No
PartMaker	Yes / No	Access Database	Yes / No	Microsoft Word	Yes / No

Overall Performance Rating: (Circle One)

Poor Fair Good Very Good Excellent

Applicant Additional Comments: _____

SWISS PRECISION MACHINING, INC.
EMPLOYEE OR APPLICANT
Release / Authorization

In connection with my application for employment or for promotion, reassignment or retention as an employee, I understand and agree that an investigative consumer report may be requested that may include information as to my character, work habits, performance and experience. Along with reasons for termination of past employment, I understand that as directed by company policy and consistent with the job described, you may be requesting information from public and private sources about my workers' compensation injuries, driving record, court records, education, credentials, credit and references.

Medical and workers' compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA) and other applicable laws including the Fair Credit Reporting Act. I am entitled to know if employment is denied or there is other adverse action taken in matters relating to my employment, due to information obtained from a consumer reporting agency. If so, I will be notified and given the name and address of the agency or the source which provided the information.

I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original.

Signature: _____ Date: _____

Print Name: _____

Applicant Data Record

For use by government contractors

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap.

As an employer/government contractor, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation. Refusal to provide this information will not subject you to adverse treatment.

This data is for periodic government reporting and will be kept in a confidential file separate from the Application for Employment.

(Please Print)

Position(s) applied for _____ Date _____

Referral Source:

Advertisement _____ Friend _____ Relative _____
Walk-in _____ Employment Agency _____ Other _____

Name _____ Phone () _____
Last First Middle Area Code

Address _____
Street City State Zip Code

AFFIRMATIVE ACTION SURVEY

Government agencies require periodic reports on the sex, ethnicity, disability and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information about a disability is voluntary.

Check one: _____ Male _____ Female

Check one of the following:

_____ **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

_____ **White (Not Hispanic or Latino)** - A person having origins of any of the original peoples of Europe, the Middle East or North Africa.

_____ **Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.

_____ **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.

_____ **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.

_____ **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.

_____ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the five races.

_____ **Race missing or unknown** – Applies to **Applicants only**, where a resume or application that is screened is received without any racial or ethnic identification and no further contact is made with the applicant.

Check if any of the following are applicable:

_____ Vietnam Era Veteran _____ Disabled Veteran _____ Disabled Individual

[Editor's note: According to 41 CFR 60-741-42, there are only two circumstances when an employer may ask a disabled applicant to self-identify on a pre-offer basis:

(1) The invitation is made when the contractor actually is undertaking affirmative action for individuals with disabilities at the pre-offer stage; or (2) The invitation is made pursuant to a federal, state, or local law requiring affirmative action for individuals with disabilities.

According to 41 CRF 60-250.42, there are only two circumstances under which an employer may ask applicants who are special disabled veterans to self-identity on a pre-offer basis:

(1) The invitation is made when the contractor actually is undertaking affirmative action for special disabled veterans at the pre-offer stage; or (2) The invitation is made pursuant to a federal, state or local law requiring affirmative action for special disabled veterans.

With the exception of the above such inquiries are only allowed on a post-offer basis.]

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) sought is/are open: _____ Yes _____ No

Position(s) considered for: _____ Date: _____