

APPLICATION FOR EMPLOYMENT

Rochester Precision Optics LLC

Rochester Precision Optics LLC is an equal opportunity employer. We do not discriminate in hiring, promotion, or other employment decisions on the basis of race, sex, color, pregnancy, religion, national origin, sexual orientation, marital status, disability, age, veteran, or any other basis protected by law. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department. EOE/AA/M/F/Vets/Disab/USERRA.

PLEASE PRINT (USE INK)

PERSONAL:

Name: _____ email: _____
(Last) (First) (Middle)

Current Address: _____ Telephone: _____
(Street) (City) (State) (Zip Code) (Include Area Code)

Permanent Address (if different) _____ Cell phone: _____
_____ Telephone: _____
(Street) (City) (State) (Zip Code)

Have you ever applied for employment here before? ____ Yes ____ No If yes, when? _____

GENERAL:

What position are you applying for? _____ Starting salary desired _____

Date of application _____ Date you are available to start work _____

Are you 18 years old or older? ____ Yes ____ No How did you learn about us? _____

Are you available to work full-time? ____ part-time? ____ temporary ____? If part-time, indicate maximum hours per week ____

Can you perform the essential functions of the job with reasonable accommodation? ____ Yes ____ No

Are you currently on layoff or leave from another employer? ____ Yes ____ No

Can you travel if the job requires it? ____ Yes ____ No

Employment with Rochester Precision Optics LLC is subject to the export laws and regulations of the United States. Are you a U.S. citizen or national, U.S. lawful permanent resident or person granted U.S. asylee or refugee status? ____ Yes ____ No (Proof of status will be required upon employment.)

EDUCATION:

	Name	City/State	Degree Received Yes or No	Type of Degree Diploma or GED	Major
High School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
Trade School	_____	_____	_____	_____	_____

Commercial courses completed (Include skills, typing, heavy equipment, business machines, computer courses, etc.) _____

EXPERIENCE: PRESENT OR MOST RECENT EMPLOYMENT: Current resume may be substituted but **must** fill in Salary history

Company _____ Address _____
(Street) (City) (State)

May We Contact Your Present Employer? ____ Yes ____ No

Telephone _____ Type of Business _____ Name and Title of
(Include Area Code) Immediate Supervisor _____

Employed From _____ to _____ Job Title _____
(Mo., Yr.) (Mo., Yr.)

Duties Performed _____

Starting Salary _____ Final Salary _____ Reason for leaving _____

PREVIOUS EMPLOYMENT: (Use additional sheets if necessary to describe all previous employment):

Company _____ Address _____
(Street) (City) (State)

Telephone _____ Type of Business _____ Name and Title of
(Include Area Code) Immediate Supervisor _____

Employed From _____ to _____ Job Title _____
(Mo., Yr.) (Mo., Yr.)

Duties Performed _____

Starting Salary _____ Final Salary _____ Reason for Leaving _____

PREVIOUS EMPLOYMENT:

Company _____ Address _____
(Street) (City) (State)

Telephone _____ Type of Business _____ Name and Title of
(Include Area Code) Immediate Supervisor _____

Employed From _____ to _____ Job Title _____
(Mo., Yr.) (Mo., Yr.)

Duties Performed _____

Starting Salary _____ Final Salary _____ Reason for Leaving _____

PREVIOUS EMPLOYMENT:

Company _____ Address _____
(Street) (City) (State)

Telephone _____ Type of Business _____ Name and Title of
(Include Area Code) Immediate Supervisor _____

Employed From _____ to _____ Job Title _____
(Mo., Yr.) (Mo., Yr.)

Duties Performed _____

Starting Salary _____ Final Salary _____ Reason for Leaving _____

PREVIOUS EMPLOYMENT:

Company _____ Address _____
(Street) (City) (State)

Telephone _____ Type of Business _____ Name and Title of
(Include Area Code) Immediate Supervisor _____

Employed From _____ to _____ Job Title _____
(Mo., Yr.) (Mo., Yr.)

Duties Performed _____

Starting Salary _____ Final Salary _____ Reason for Leaving _____

CONVICTION INFORMATION:

Have you ever been convicted of a crime that has not been annulled, except for minor traffic violations? ___ Yes ___ No (If yes, please fill in information below.)

Conviction information will not necessarily bar an applicant from employment.

	Date	Reason	Disposition of Case	Place
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Have you ever been convicted of a felony, misdemeanor or violation (including driving while impaired or its equivalent, but excluding minor motor vehicle offenses) that has not been annulled by a court of law or otherwise removed from your record? If the answer to this question is yes, please explain in detail the nature of the offense and any sentence that was imposed, and provide the date and place of the conviction. **Please note that conviction or charge of a crime is not automatically a bar to employment, and factors such as the nature, seriousness, and date of the offense, rehabilitation, and relationship to the position will be considered.**

DISCIPLINARY INFORMATION:

Have you ever been fired or disciplined for excessive tardiness or absenteeism? If the answer to this question is yes, please explain in detail the timing and nature of the offense, as well as the penalty imposed.

Have you ever been fired or disciplined for engaging in any form of unlawful harassment (i.e., sexual, racial, religious, age, sexual orientation)? If the answer to this question is yes, please explain in detail the timing and nature of the offense, as well as the penalty imposed.

Have you ever been fired or disciplined for verbal or physical fighting in the workplace, any other form of workplace violence or breaking company safety rules? If the answer to this question is yes, please explain in detail the timing and nature of the offense, as well as the penalty imposed.

State any additional information you feel may be helpful to us in considering your application.

NOTICE: PLEASE READ BEFORE SIGNING:

- If I am hired, I agree to abide by the rules and policies of Rochester Precision Optics LLC.
- I understand that if I am hired, my employment will be for no definite period, and that my employment and compensation can be terminated with or without cause and with out notice, at any time, at the option of either Rochester Precision Optics LLC or me.
- I authorize all persons, companies, prior employers, schools, credit bureaus, and government agencies to supply any information concerning my background, education, and employment, and release all parties from all liability for any damage that may result from furnishing the same to you. I also release Rochester Precision Optics LLC and its agents from all liability from damages arising from this research of my background.
- I certify that the information contained in this application is complete and correct to the best of my knowledge and understand that falsification of this information is grounds for dismissal in accordance with Rochester Precision Optics LLC policy.
- I certify that all of the information that I provide on this application or in any interview will be complete, true, and accurate. I understand that if I am hired, and any such information is later found to be incomplete, false, or misleading in any respect, I may be discharged.
- I understand and agree to the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by Rochester Precision Optics LLC.
- I understand that no Rochester Precision Optics LLC representative, other than it's President, and then only when in writing and signed by the President, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I have read and fully understand the above Notice Section.

_____ (Print Name)

_____ (Signature)

_____ (Date)

FOR PERSONNEL USE ONLY

Interviewed By: _____ Date: _____

Make Offer: YES NO

Offer Accepted: YES NO If No, Why? _____

Approved By: _____ Date Approved: _____

Department Manager's Signature (Approving Employment): _____
(Must be signed before applicant begins employment)

Remarks: _____

Job Title: _____ Start Date: _____

Pay Rate: _____ Shift: _____

Department: _____ Shift Differential: _____

Manager: _____

Supervisor: _____

**Please return
completed
Application and
Resume' to:**

Rochester Precision Optics LLC
Human Resources Department
850 John Street
W. Henrietta, NY 14586

(or send electronically to RPOHR@rpoetics.com)