

**EMKAT**

STAFFING & RECRUITING

337 Westford Street, Lowell, MA 01851

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EMPLOYMENT APPLICATION

Please print clearly. Return in person at our Lowell office, Monday–Friday 9 AM – 5 PM, or ask your recruiter how to send it.

Do not write your Social Security number, date of birth or bank details on this application. Those are collected only after a job offer, on the new-hire forms.

POSITION

Position applied for: _____ Date available to start: _____

Shift preference: ☐ 1st ☐ 2nd ☐ 3rd ☐ Weekends ☐ Any shift Type: ☐ Full time ☐ Part time ☐ Temporary / temp-to-hire

How did you hear about Emkat? _____ Desired pay (optional): \$ _____ /hr

PERSONAL INFORMATION

First name: _____ Middle: _____ Last name: _____

Street address: _____

City: _____ State: _____ ZIP: _____

Cell phone: _____ Email: _____

Emergency contact name: _____ Emergency contact phone: _____

Preferred language: ☐ English ☐ Khmer ☐ Spanish ☐ Other: _____

ELIGIBILITY

1. Are you legally authorized to work in the United States? ☐ Yes ☐ No
2. Will you now or in the future require sponsorship for employment visa status? ☐ Yes ☐ No
3. Are you 18 years of age or older? ☐ Yes ☐ No
4. Have you worked for Emkat before? ☐ Yes ☐ No If yes, when and where?
5. Do you have reliable transportation to work? ☐ Yes ☐ No
6. Years of relevant experience: _____

All hires complete Form I-9 within three business days of their start date and choose which acceptable documents to present, as listed on the form.

SKILLS & CERTIFICATIONS

☐ Packing / production ☐ Machine operation ☐ Extrusion ☐ Quality inspection ☐ Calipers / gauges ☐ Blueprint reading☐ Forklift ☐ Pallet jack ☐ Shipping / receiving ☐ Assembly ☐ Soldering ☐ Clean room / GMP

Certifications / licenses: _____

EMPLOYMENT HISTORY (most recent first)

Company: _____ City / state: _____ Phone: _____

Position: _____ From: _____ To: _____ Supervisor: _____

Duties: _____

Reason for leaving: _____ May we contact? ☐ Yes ☐ No

**EMPLOYMENT HISTORY (continued)**

Company: _____ City / state: _____ Phone: _____
Position: _____ From: _____ To: _____ Supervisor: _____
Duties: _____
Reason for leaving: _____ May we contact? ☐ Yes ☐ No

Company: _____ City / state: _____ Phone: _____
Position: _____ From: _____ To: _____ Supervisor: _____
Duties: _____
Reason for leaving: _____ May we contact? ☐ Yes ☐ No

EDUCATION

Highest level completed: _____ School / city: _____

REFERENCES (not family members)

1. Name: _____ Relationship: _____ Phone: _____
2. Name: _____ Relationship: _____ Phone: _____

PAY & PAPERWORK

Emkat pays **weekly by direct deposit**. After a job offer, you will complete: Form I-9 (Employment Eligibility Verification), Form W-4 (federal tax withholding), the Massachusetts M-4 (state withholding), and the Emkat Direct Deposit Authorization. Pay rates vary by job and are shared by your recruiter.

MASSACHUSETTS NOTICE: 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.

APPLICANT CERTIFICATION

I certify that the information on this application is true and complete to the best of my knowledge. I authorize Emkat Inc. to contact my previous employers and references listed above for employment purposes. I understand that false or misleading information may result in my application being rejected or, if hired, my employment ending. I understand that this application is not a contract of employment. I agree that Emkat may contact me by phone, text or email about job opportunities.

Signature: _____ Date: _____

Emkat Inc. is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by law.

FOR OFFICE USE ONLY

Date received: _____ Interviewed by: _____ Interview date: _____
Assigned to: _____ Start date: _____ Shift: _____