

**CAPRARO TECHNOLOGIES, INC.**

**2118 Beechgrove Place**

**Utica, NY 13501**

**315 733-0854**

|   |  |  |  |   |                   |   |  |                             |
|---|--|--|--|---|-------------------|---|--|-----------------------------|
| Last name      First      MI                    |  |  | For Personnel use only                             |   |                   | Date of application                         |  |                             |
| Street address                                  |  |  |  |   |                   | Type(s) of work desired                     |  | Social Security number      |
| City  |  | State  |  | ZIP   |                   | Home telephone                              |  | Work telephone              |
| How were you referred to CTI? (Check only one.) | A<br>By your college<br><input type="checkbox"/> | B<br>Advertisement<br><input type="checkbox"/> | C<br>Employment agency<br><input type="checkbox"/> | D<br>By an employee<br><input type="checkbox"/> | If so, give name: | E<br>Open house<br><input type="checkbox"/> | F<br>Walk-in<br><input type="checkbox"/> | G<br>Other (please specify) |

***Please read carefully and complete by printing in ink or typing.***

***An Equal Opportunity Employer***

We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

***Provide all information requested.***

Your complete application form will be maintained in our active files for six (6) months from the date of application. You may submit a new application at any time.

***Employment Record***

Starting with present or most recent, list all previous employers. Include self-employment and summer and part-time jobs. If more space is required, please continue on a separate sheet. Please attach a resume and complete this application as well.

|                         |              |                  |              |                               |                                 |
|-------------------------|--------------|------------------|--------------|-------------------------------|---------------------------------|
| Last or present company |              | Type of business |              | Type or classification of job |                                 |
| Street address          |              |                  | Phone number |                               | Brief description of job duties |
| City                    | State        | ZIP code         |              |                               |                                 |
| Supervisor's name       |              |                  | Phone number |                               |                                 |
| Base salary             | Dates worked | From             | To           |                               |                                 |
| Reason for leaving      |              |                  |              |                               |                                 |
| Last or present company |              | Type of business |              | Type or classification of job |                                 |
| Street address          |              |                  | Phone number |                               | Brief description of job duties |
| City                    | State        | ZIP code         |              |                               |                                 |
| Supervisor's name       |              |                  | Phone number |                               |                                 |
| Base salary             | Dates worked | From             | To           |                               |                                 |
| Reason for leaving      |              |                  |              |                               |                                 |

**Educational History**

| School name                         | Location<br>(city, state) | Major course<br>or subject | Dates attended |    | Graduated                |                          | Degree |
|-------------------------------------|---------------------------|----------------------------|----------------|----|--------------------------|--------------------------|--------|
|                                     |                           |                            | From           | To | Yes                      | No                       |        |
| High school                         |                           |                            |                |    | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Technical/trade (after high school) |                           |                            |                |    | <input type="checkbox"/> | <input type="checkbox"/> |        |
| College (list all attended)         |                           |                            |                |    | <input type="checkbox"/> | <input type="checkbox"/> |        |
|                                     |                           |                            |                |    | <input type="checkbox"/> | <input type="checkbox"/> |        |
|                                     |                           |                            |                |    | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Other education/training            |                           |                            |                |    | <input type="checkbox"/> | <input type="checkbox"/> |        |
|                                     |                           |                            |                |    | <input type="checkbox"/> | <input type="checkbox"/> |        |
|                                     |                           |                            |                |    | <input type="checkbox"/> | <input type="checkbox"/> |        |

**Outside Activities**

(Exclude those indicating race, color, religion, sex, national origin, age, or handicap.)

Professional memberships, certificates, or licenses held

Past and present civic or cultural activities — include offices held

Principal hobbies

**Special Skills***To be completed by applicant as applicable.*

|   |   |                   |  |                  |
|---|---|-------------------|--|------------------|
| Typing  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | Words per minute: | Computer Operating Systems or Languages.   | Years experience |
| Dictation   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | Words per minute: |  |                  |
| Computer skills   | Hardware<br>Software  |                   |  |                  |
| Please list other skills and/or equipment/language experience you have acquired |   |                   | List other skills  |                  |
|   |   |                   | Served apprenticeship or Coop. <input type="checkbox"/> Yes Type:<br><input type="checkbox"/> No |                  |

