

Accutech Packaging, Inc.
EEO Data Collection Form

Instructions to Applicants:

Accutech Packaging, Inc. is an equal opportunity employer. As part of our efforts to ensure fair treatment of women, minorities, individuals with disabilities, and veterans, we ask applicants to supply the following information. However, you do **NOT** have to complete this form to be considered for employment. **Any information volunteered will be kept confidential and will not be used to make hiring decisions.**

Name: _____ **Date:** _____

Position for which you applied: _____

Sex (check one):

- Male
- Female

Race (check one):

- Hispanic or Latino
- White (Not Hispanic or Latino)
- Black or African American (Not Hispanic or Latino)
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- Asian (Not Hispanic or Latino)
- American Indian or Alaska Native (Not Hispanic or Latino)
- Two or More Races (Not Hispanic or Latino)

Are you a veteran?

- Yes
- No

If you have a disability that requires accommodation to perform this position, please explain what accommodations would allow you to handle this job successfully:



Employment Application

Accutech Packaging, Inc. is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religious creed, protected genetic information, national origin, ancestry, sex, age, disability, veteran's status, or sexual orientation.

Personal Information

Name: _____

Street Address: _____

City, State, and Zip Code: _____

Daytime Phone: _____ Evening/Cell Phone: _____

Email Address: _____

Recruitment Information

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.

Position Applying for: _____

Available to Work:

Full-time

Part-time on these days and hours: _____

Date available to work: _____

How did you learn about this company and position?

Job advertisement (identify publication or other media): _____

Employee referral (identify employee): _____

Other (specify if agency, job fair, college recruitment office, etc.): _____

Have you previously worked at our company?

No

Yes (Please specify dates and position(s)): _____

Education

For each level of schooling listed below, please give the school name, the city and state where it is located, your major and minor subjects, and the degree or diploma received.

High School: _____

Did you graduate? Yes No If No, Highest Grade Level Completed? _____

College 1: _____

Did you graduate? Yes No If No, Highest Level Completed? _____

College 2: _____

Did you graduate? Yes No If No, Highest Level Completed? _____

Graduate School: _____

Did you graduate? Yes No If No, Highest Level Completed? _____

Business, Trade, or Other Schools: _____

Did you graduate? Yes No If No, Highest Level Completed? _____

Work History

Starting with your current or most recent employer, please list the following information about the last four companies for which you have worked: (Please include any verifiable volunteer work.)

Name of Employer 1: _____

Name of Immediate Supervisor(s): _____ May we contact? Yes No

Employer's Address: _____

Dates Employed: From: _____ **To:** _____

Job Title(s) Held: _____

Job Responsibilities:

Reason for Leaving:

Name of Employer 2: _____

Name of Immediate Supervisor(s): _____ May we contact? Yes No

Employer's Address: _____

Dates Employed: From: _____ **To:** _____

Job Title(s) Held: _____

Job Responsibilities

Reason for Leaving:

Name of Employer 3: _____

Name of Immediate Supervisor(s): _____ May we contact? Yes No

Employer's Address: _____

Dates Employed: From: _____ **To:** _____

Job Title(s) Held: _____

Job Responsibilities

Reason for Leaving:

Specific Skills

Are there any other experiences, skills, training, education or qualifications which will be of special benefit in the job for which you are applying?

Professional References

Reference 1:

Name, Job Title, Company: _____

Address, Telephone Number: _____

Work Relationship to Reference: _____

How long have you known Reference?: _____

Reference 2:

Name, Job Title, Company: _____

Address, Telephone Number: _____

Work Relationship to Reference: _____

How long have you known Reference?: _____

Reference 3:

Name, Job Title, Company: _____

Address, Telephone Number: _____

Work Relationship to Reference: _____

How long have you known Reference?: _____

Applicant Consent

All information provided by me in support of my application for employment is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may be cause for rejection or may be cause for subsequent dismissal if I am hired.

I voluntarily and knowingly authorize any former employer, person, firm, corporation, organization, school, or government agency, its officers, employees and agents, to release all information concerning my former employment, and to release requested academic records and public record information, to said prospective employer, its officers, employees and agents, or any other person or entity making a written or oral request for such information on behalf of this employer. I understand the employment information may include, but is not necessarily limited to performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand, opinions, and public record information, regarding my suitability for employment possessed by it. I understand and agree that said prospective employer, as part of its evaluation of my employment, may ask a company that provides reference-checking services to assemble this information, as well as information on my character through interviews (by telephone or written correspondence) or other contact with my references and others who may know me or may know about the items of information requested, and that a report of this information may be made to said prospective employer. I understand I have the right to request additional information about this inquiry and reference report. This additional information will be provided to me upon my written request.

Applicant's Signature

Date

Massachusetts General Laws c.151B prohibits employers from (1) terminating or refusing to hire individuals on the basis of genetic information; (2) requesting genetic information concerning employees, applicants, or their family members; (3) attempting to induce individuals to undergo genetic tests or otherwise disclose genetic information; (4) using genetic information in any way that affects the terms and conditions of an individual's employment; or (5) seeking, receiving or maintaining genetic information for any non-medical purpose.