



**Please send your Resumé,
including Salary Requirements to:**

NEWPORT Electronics, Inc.

Attn: Staffing Dept.

2229 South Yale St.

Santa Ana, CA 92704

or

Fax your Resumé or Application to:

(203) 968-7315

Attn: Staffing Dept.

Application for Employment

All applicants are considered for positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or disability. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications. We appreciate your interest in our organization and assure you that we will give this application the upmost consideration. This application will remain under active consideration for 90 days.

Name _____ Date _____

Source _____

An Equal Employment Opportunity Employer

To gain our fullest consideration for employment possibilities, please complete this Application in detail, as indicated. If any information is missing, your application may be rejected.

Date _____

Name _____ Social Security No. _____
Last First Middle

Present address _____ Telephone No. _____
No. Street City State Zip

Permanent address _____ Alternative Telephone No. _____
(if different) No. Street City State Zip

Type of work desired _____

Are you seeking Full-Time _____ or Part-Time _____ employment?

Specify days and hours if part-time _____

Expected rate of pay _____ Date available _____

Referral Source: Advertisement _____ NEWPORT Employee _____
(Please Specify)

Other (Please Specify) _____

Please list any relatives working for NEWPORT _____

Please list any friends working for NEWPORT (optional) _____

Were you previously employed by NEWPORT? _____ If yes, when? _____

Have you ever applied for employment with NEWPORT? _____ If yes, when? _____

Do you have a legal right to work in the United States? _____ Alien Registration No. _____

Are you currently on lay-off and subject to recall? _____

Have you taken a Civil Service Exam? _____ If yes, when? _____

Are you currently employed? _____ May we contact your current employer? _____

Record of Education *(Degrees will be verified)*

	Name and Location of High School, Trade or Business School, Colleges Attended and/or Graduate Programs	Course of Study	Did You Graduate? (If Not, How Many Years Completed?)	Graduation Date (optional)	Grade Point Average (1) Overall (2) Major	Highest Degree Earned or Expected
1					1.	
					2.	
2					1.	
					2.	
3					1.	
					2.	
4					1.	
					2.	

Do you anticipate continuing your education? (please comment) _____

List Scholarships, Scholastic Honors, College Activities, Associations, etc. _____

Military Service Record

Present Selective Service Status	Military Duty			From	To
	Branch				
Previous Service	From	To	Rank	Experience	
Branch					

Present and Past Employment

(Employment experience will be verified.)

List in Order Beginning With Most Recent Employer						
From		To		Company Name	Address & Phone	
Mo.	Yr.	Mo.	Yr.			
Type of Company, Products, Services, etc.				Reason for Leaving		
Job Title			Supervisor's Name		Supervisor's Title	Annual Base Salary \$
Duties in Brief						
From		To		Company Name	Address & Phone	
Mo.	Yr.	Mo.	Yr.			
Type of Company, Products, Services, etc.				Reason for Leaving		
Job Title			Supervisor's Name		Supervisor's Title	Annual Base Salary \$
Duties in Brief						
From		To		Company Name	Address & Phone	
Mo.	Yr.	Mo.	Yr.			
Type of Company, Products, Services, etc.				Reason for Leaving		
Job Title			Supervisor's Name		Supervisor's Title	Annual Base Salary \$
Duties in Brief						

Do you currently hold a second job? YES _____ NO _____

Please Comment _____

Employment References

Name	Company	Address
Association		Phone #
Name	Company	Address
Association		Phone #
Name	Company	Address
Association		Phone #

Outside Activities

Professional Memberships, Certificates, or Licenses held, and Patents and/or Inventions (if applicable). _____ _____ _____
Extra-curricular Activities, Hobbies, etc. _____ _____

Special Skills

Describe any special skills, related or unrelated to the job you are seeking _____ _____ _____
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I certify that the answers provided above are accurate to the best of my knowledge and belief. I am aware that failure to complete this application, intentional omissions or misstatements may result in refusal of employment or subsequent discharge.

It is also understood that:

- I further understand that NEWPORT ELECTRONICS, INC. follows an "employment at will" policy, in that I, or NEWPORT ELECTRONICS, INC. may terminate my employment at any time, or for any reason consistent with applicable state or federal laws.
- I understand that all employment is probationary: 3 months for non-exempt positions, 6 months for exempt positions, during which time I must demonstrate my fitness for continued employment.
- I will be required to pass a pre-employment physical, including a drug and alcohol screen, at NEWPORT's expense and authorize a copy of the results of said physical to be released to NEWPORT.
- We enjoy a smoke free environment. Smoking is not allowed in any Company buildings.
- We will conduct a full background check.
- I must produce, by law, proof that I am either a U.S. citizen or have a legal right to work in the United States.

Signature of Applicant

Date

