



Thank you for your interest in Otis Technology. This application will be kept on file for six months.

If your qualifications and skill sets meet our needs, we will contact you.



Employment Application

PO Box 582
Lyons Falls, NY 13368
Phone 315.348.4300



Applicant Information

Name: _____ Date: _____

Address: _____

City _____ State _____ Zip _____

Phone: _____ Date Available: _____

Position: _____ FT PT Desired Salary: \$ _____

How did you hear of Otis: Ad Walk In Friend Job Board Employee Name _____

List relatives currently employed here: _____

Are you legally authorized to work in the United States? YES NO

Have you filed a previous application or been employed here before? YES NO If yes, when? _____

Have you been interviewed by Otis or Caboodles staff previously? YES NO If yes, when? _____

Do you have a criminal history in any jurisdiction? Responding YES to this question does not necessarily bar applicants from employment. YES NO Explain: _____

Education

	School Name/Location	Course/Major	Did you Graduate
High School/GED			Yes <input type="checkbox"/> No <input type="checkbox"/>
College			Yes <input type="checkbox"/> No <input type="checkbox"/>
Other			Yes <input type="checkbox"/> No <input type="checkbox"/>

Interests and Skills

List any special skills, qualifications, languages, machine operation or certificates:

List any special interests:

References

Please list two references who are not your family members.

Name: _____ Relationship: _____

Occupation: _____ Phone: _____

Name: _____ Relationship: _____

Occupation: _____ Phone: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

APPLICANT DATA FORM – PRE OFFER

The Federal Branch under Executive Order 11246 requires the corporation to report sex and race/ethnic origin of applicants for employment. Submission of information is voluntary and failure to provide it will not subject you to adverse treatment. Your cooperation is appreciated.

Otis Technology is an equal opportunity employer and does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or veteran status in admission or access to, or treatment or employment in, its programs and activities. Individual's who may have inquires regarding the corporation's policy and procedures should contact Ross Wachowski, Affirmative Action Officer.

Sex and Race/Ethnic Group

- Male
- Female
- White
- Black or African American
- Hispanic or Latino
- Native Hawaiian or other Pacific Islander
- Asian
- American Indian, Eskimo or Aleut
- Two or More Races
- Decline to disclose

Military Service

- Disabled Veteran
- Other Protected Veteran
- Armed Forces Service Medal Winner
- Recently Separated Veteran

Disclaimer and Signature

Is there any reason you might be unable to perform consistently and promptly any of the job duties?

- NO
- YES

If yes, please explain: _____

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

OTIS Mission Statement

To continually assess our customer's needs and adapt our organization to meet these requirements. In this endeavor we are committed to working with the highest standards of ethics in a team-like manner, bringing credit to ourselves and our community.