

NAME: _____ TELEPHONE: _____ DATE: _____

1. Position applying for: _____

2. Circle the days you are available to work: MON. TUES. WED. THURS. FRI. SAT. SUN.

3. What hours are you available to work? _____

Circle the "shift hours" you are available to work: 7:00 a.m. – 3:00 p.m. 8:00 a.m. – 5:00 p.m.
3:00 p.m. – 11:00 p.m. 11:00 p.m. – 7:00 a.m.

4. Are you willing to work: Weekends? Yes No
Nights? Yes No
Holidays? Yes No
Overtime? Yes No

5. Why did you select this type of career job? _____

6. In your previous job, what percentage of your time: did you work on your own ____%; as part of a team ____%.
Which did you enjoy more and why? _____

7. What do you feel is a satisfactory attendance record? _____

8. What do you feel were your major responsibilities in your last job? _____

9. What are your salary requirements? _____

10. List your personal strengths:

List your qualities you would like to improve:

How did you hear about the job opportunities at Advanced Ordnance:
 Referral Agency: _____
 Friend – Name: _____

Newspaper Ad Walk-In Church
 Community College Other: _____
 Employee Referral – Name: _____

CNC Operator/Machinist Job Description

Name: _____

Operates computer-controlled machines to perform one or more machine functions on metal or plastic work pieces; uses computers to run high-tech equipment to make tools, dies, and other machine parts used in manufacturing; reads blueprints, micrometers and calipers and follows work orders.

Questions (Circle all that apply)

<ul style="list-style-type: none"> How many years of experience do you have as a CNC Operator/Machinist? Less than 1, 1-2, 3-5, 6-9 10+ 	<ul style="list-style-type: none"> Please indicate your level of experience calculating and setting machine controls (e.g. to position tools, synchronize tape and tool, regulate cutting depth, speed, feed etc.) No Experience, Some Experience, Moderate Experience, Extensive Experience
<ul style="list-style-type: none"> How many years of experience do you have in this field or in similar occupations? Less than 1, 1-2, 3-5, 6-9 10+ 	<ul style="list-style-type: none"> Please indicate your level of experience manually adjusting machine operations (e.g. adjust machine feed and speed, change cutting tools, adjust machine controls, etc.) No Experience, Some Experience, Moderate Experience, Extensive Experience
<ul style="list-style-type: none"> Please indicate your knowledge level of mathematics and numbers (e.g., arithmetic, geometry, algebra, calculus, statistics). No Experience, Basic, Intermediate, Advanced 	<ul style="list-style-type: none"> How much can you comfortably and safely lift as needed on-the-job? Up to 30 pounds Up to 50 pounds Up to 80 pounds Over 80 pounds
<ul style="list-style-type: none"> Please indicate your level of ability to diagnose machine problems and resolve malfunctions. No Experience, Basic, Intermediate, Advanced 	<ul style="list-style-type: none"> Are you proficient in monitoring machine control panel displays to detect malfunctions and/or compare readings to specifications to identify potential problems before they occur? Yes No
<ul style="list-style-type: none"> Which of the following manual or semi-automatic machines and/or controls do you have experience operating? (circle all that apply) CNC Lathes, CNC Mills, Drill-Press, Grinders, Honers, Router, Fanuc, Mori Seki, Haas M-300 Mill, Pallet Changer, Kitamura Mill, SH40 Mill, High Pressure Coolant through Spindle, OKK Vertical or OKK PCV50 Vertical CNC, Danichi 2 Axis CNC Turning Center, Cadet 2 Axis CNC Turning Center, Miyano BNC34C or LR15 CNC Turning Center with Bar Feeder and 4th Axis, Miyano & CNC Turning Center. Other: _____ 	<ul style="list-style-type: none"> Please rate your level of proficiency using various measuring instruments (e.g. precision gauges, calipers, etc.) to select, assemble, measure and set machine tools. No Experience, Some Experience, Moderate Experience, Extensive Experience
<ul style="list-style-type: none"> Please indicate your level if experience determining specifications and procedures for tooling set-up, machine operation, work piece dimensions, etc. No Experience, Some Experience, Moderate Experience, Extensive Experience 	<ul style="list-style-type: none"> Please indicate your level of experience reading and interpreting work orders, tooling instructions, drawings, etc. to determine appropriate machine set-up. No Experience, Some Experience, Moderate Experience, Extensive Experience
<ul style="list-style-type: none"> Please indicate your level of experience measuring completed product to ensure compliance with specifications. No Experience, Some Experience, Moderate Experience, Extensive Experience 	<ul style="list-style-type: none"> Have you completed any formal training as a CNC Operator? Yes No
<ul style="list-style-type: none"> Do you have experience cleaning machine tooling and parts using solvent and other chemicals? Yes No 	<ul style="list-style-type: none"> Please offer any additional information that you feel is important for a potential employer to know about you, including specific types and brands of machines you have operated. _____ _____ _____ _____
<ul style="list-style-type: none"> Are you proficient reading blueprints? Yes No 	
<ul style="list-style-type: none"> Please indicate your level of experience maintaining machinery and replacing broken parts. No Experience, Some Experience, Moderate Experience, Extensive Experience 	