

Burroughs



APPLICATION FOR SERVICE POSITION

Please give information on each item listed below. If any item does not apply to you, write "No" or "None" after it. Complete with pen and ink in your own handwriting; do not print nor use typewriter. This information is needed to determine your qualifications for a position and will be kept in confidence.

Date of this application _____ Position for which applying _____
_____ to Burroughs office at _____ (CITY)

1. Full Name _____
2. Address _____
(NUMBER AND STREET) (CITY) (LENGTH OF TIME)
3. Previous Address _____
(NUMBER AND STREET) (CITY) (LENGTH OF TIME)
4. Telephone Number _____ 5. Social Security Number _____
6. Age _____ 7. Date of Birth _____ 8. Height _____ Ft. _____ In. 9. Weight _____ Lbs.
10. Single ☐ Engaged ☐ Married ☐ Widowed ☐ Divorced ☐ Separated ☐
11. Name of Spouse (or Parent, if not married) _____
12. Her (or his) Address _____
13. Number of Dependents: Children _____ Ages _____ Adults _____ (DESCRIBE)
14. Occupation of Father or Husband _____ Of Brothers _____
(IF NOT LIVING, STATE WHAT OCCUPATION WAS)
15. Where do you and your family prefer to locate? _____ Why? _____
16. Do you or your family object to going to any part of the country? _____
17. In what languages can you converse readily with natives of other countries? _____
18. Has a bonding company ever declined to act as your surety? _____
19. Have you ever made application to us before? _____ If so, when? _____ To whom? _____
20. Who referred you to Burroughs? _____
21. Name relatives and acquaintances in our employ _____
22. Have you any relatives with other firms or dealers in the office equipment industry? _____ If so, explain _____
23. Do you have any physical defect, serious injury or chronic illness, such as hernia, stomach ulcer, diabetes, heart defect, high blood pressure, etc.? If so, explain _____
24. Time lost by illness during past 3 years. _____ days. Explain causes _____
25. Date of last physical examination _____ Purpose _____ Result _____

EDUCATION

26. (INCLUDING SECONDARY SCHOOL AND ANY TRADE SCHOOL, COLLEGE, UNIVERSITY OR CORRESPONDENCE COURSES)

NAMES AND ADDRESSES OF ALL SCHOOLS ATTENDED	NO. OF YEARS ATTENDED	TERM DATE		DID YOU GRADUATE?	AVERAGE GRADE	COURSE SPECIALIZATION AND CERTIFICATE OR DEGREE OBTAINED
		MO	YR			
_____	_____	_____	_____	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____	_____
_____	_____	_____	_____	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____	_____
_____	_____	_____	_____	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____	_____
_____	_____	_____	_____	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____	_____

27. Those out of school less than 3 years: Please list on separate sheet names and address of 6 of your school instructors such as dean, school principal, and instructors to whom we may refer. Also attach a letter describing in more detail your schooling, experience, extra curricular activities and honors achieved. What subjects in school did you find most interesting? _____

PREVIOUS EMPLOYMENT RECORD

28. List below the different positions you have held beginning with the most recent. Please account for all time since leaving school up to date of application. (Include military service with Armed Forces of this country.)

FROM:		TO:		NAME AND ADDRESS OF EMPLOYER	NAME AND JOB TITLE OF IMMEDIATE SUPERVISOR	EXACT DUTIES OR WORK PERFORMED	AMOUNT SALARY OR RATE		WHY DID YOU LEAVE?
MONTH	YEAR	MONTH	YEAR				WHEN YOU STARTED	WHEN YOU LEFT	
				ADDRESS					
				ADDRESS					
				ADDRESS					
				ADDRESS					
				ADDRESS					

If additional space required, please continue on separate sheet.

29. Are you employed now? Yes ☐ No ☐ If not, give exact date you left last position _____ (MONTH) _____ (DAY) _____ (YEAR)
30. What are your monthly payments on debts or liabilities? _____
31. What are your average monthly current expenses? _____
32. State source and monthly amount of any other income you or your wife will receive _____
33. What will your starting salary be should you be employed for this position? _____
34. Could technical work on office machines be interesting to you? _____
35. Would you enjoy, as a part of your duties, the selling of supplies and service agreements? _____
36. Have you had formal training on electricity or electronics? If so, please use a separate sheet to describe in detail the training you received, particularly in regard to the type of training, subjects studied, length of course, grades obtained, etc. _____
37. Why do you think you are qualified for our type of work? _____

38. May we communicate now with your present employer Yes ☐ No ☐ concerning your record with them? Yes ☐ No ☐

Note: Please check your application to see that you have fully answered every question.

SIGNATURE

Burroughs



BURROUGHS, LIMITED
INC. IN U.S.A.

DECIMAL CURRENCY PROGRAMME
QUEENS ROAD,
LOWER HUTT.

TELEGRAMS - 'BURAD'.
P.O. BOX 30620.
PHONE 63-109.

Subject: Application for Employment.

Applicant's Name	Position Applied For
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Dear Sir,

We are giving consideration to the qualifications of the above named applicant for a position with our Company and note that he was previously in your employ.

Appointment to this position will be advantageous to the applicant only if he is qualified to succeed in this type of work. Therefore, in justice both to the applicant and ourselves, we feel that we should weigh his qualifications carefully.

Since your reply will, of course, be considered confidential, your frank answers and comments in connection with the questions will be appreciated.

A stamped and addressed envelope is enclosed for your convenience.

Very truly yours,

PLANT MANAGER.

Return To: BURROUGHS LTD.	<u>CONFIDENTIAL REPORT</u> TO BURROUGHS LIMITED	We would like to give this applicant a prompt answer. May we ask your kind assistance in returning this form to us today.		
Address				
City				
The above named applicant claims employment with you as:		Under (Supervisors Name)	From	To
Is this information Correct <input type="checkbox"/> YES <input type="checkbox"/> NO	Are you willing to re-employ <input type="checkbox"/> YES <input type="checkbox"/> NO	Did he resign of his own accord <input type="checkbox"/> YES <input type="checkbox"/> NO	If No, please show reason.	

PLEASE RATE APPLICANT ON THE FOLLOWING POINTS:

	Good	Av.	Below Av.		Good	Av.	Below Av.
CHARACTER & INTEGRITY				ABILITY SHOWN IN LEARNING YOUR BUSINESS			
INDUSTRY & APPLICATION TO WORK				ABILITY TO WORK WITH OTHERS			

ADDITIONAL COMMENTS

Company Name.	Signature	Title	Date
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AGREEMENT AS TO PATENTS AND INVENTIONS, AND COMPETITIVE ACTIVITIES

WHEREAS, I, the undersigned am about to enter or continue (under an existing or a new agreement) in the employ of BURROUGHS LIMITED, a corporation of Michigan U.S.A., registered as a foreign Company trading in the Dominion of New Zealand and elsewhere, (hereinafter called "Company"), and in such employment will or may become informed as to many of its procedural and mechanical needs, problems, developments and projects, as well as activities directed thereto, -

Now, THEREFORE, in consideration of the premises and of said employment being given or continued and the compensation therein:

(1) I hereby agree, for myself, my heirs and representatives, to assign, transfer and set over, and I do hereby assign, transfer and set over to Company, its successors and assigns, all my rights, title and interest in and to any and all designs, ideas, inventions and improvements which I, either solely or jointly with others, have conceived, made or suggested, or may hereafter conceive, make, or suggest during my employment by Company or its successors and the six-months period next following the termination of such employment, and which in any way relate directly or indirectly to Company's business, problems, procedural, mechanical and commercial needs, and production, research or experimental developments and projects of every name and nature under consideration and/or being carried on by or for Company prior to termination of my employment.

(2) I further agree to execute, acknowledge and deliver to Company, or its attorneys, without additional compensation but without expense to me, any and all instruments, including United States and foreign patent applications, powers of attorney, assignments, oaths, supplemental oaths and preliminary statements, and to do any and all lawful acts which in the judgment of the Company or its attorneys may be needful or desirable to vest in and secure to and maintain for the benefit of Company adequate patent protection in any and every part of the world with respect to any and all such designs, ideas, inventions and improvements embraced within this agreement.

(3) I further agree in connection with paragraph (1) hereof to disclose promptly to Company or its attorneys, any and all such ideas, designs, inventions and/or improvements when conceived or made by me.

(4) I further agree, as an independent covenant, but upon and for the consideration aforesaid, to refrain, while this agreement continues in force, from buying or selling, directly or indirectly, for my own account, and from being or becoming, either directly or indirectly, interested in any way whatsoever in the business of manufacturing, inspecting, servicing, repairing or selling by any person other than the Company of any new or used machines, articles, parts, supplies, accessories or mechanical service competitive with any products or services sold by the Company, or which may be considered by the Company to conflict with the sale of its products or service.

(5) I further agree, as an independent covenant, but upon and for the considerations aforesaid, not to engage or be employed in any capacity or relation, in the business of manufacturing, selling, inspecting, servicing or repairing any of the products described in the next preceding paragraph within the boundaries of the territory in which I shall have worked for the Company whether under this or any prior or other agreement during any or all of the twelve months next preceding the termination of my employment with the Company, however effected, for a period of one year after said termination, and if there shall be any violation hereof during said period, then for a period of one year after cessation of such violation, which undertaking shall be enforceable by injunction or other process of equity.

(6) This agreement supersedes all similar or like covenants contained in any previous or current agreement or contract with the Company without extinguishing or diminishing in any manner whatsoever rights heretofore acquired by Company under any such previous or current agreement or contract or covenant or otherwise; and except as herein otherwise specifically provided, this agreement shall be construed under and according to the laws of the Dominion of New Zealand, or of the place of performance as the circumstances or matter in issue may require.

IN WITNESS WHEREOF, I have hereunto set my hand and seal at

this day of, 19

Signed sealed and delivered by the above

named in (L.S.)

the presence of

Witness:

Address: