



APPLICATION  
FOR  
EMPLOYMENT



## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

NAME	(Last)	(First)	(Middle Initial)	SOCIAL SECURITY NUMBER	
CURRENT ADDRESS	(No. & Street)	(City)	(State)	(Zip Code)	CURRENT TELEPHONE NUMBER ( )
PERMANENT ADDRESS	(No. & Street)	(City)	(State)	(Zip Code)	PERMANENT TELEPHONE NUMBER ( )

#### POSITION SOUGHT

#### TYPE OF POSITION

☐ Full-time ☐ Part-time ☐ Temporary ☐ Casual

IF YOU ARE NOT 18 YEARS OF AGE OR OLDER, CAN YOU PROVIDE THE REQUIRED WORK AUTHORIZATION?

☐ Yes ☐ No

IN ACCORDANCE WITH THE IRC ACT OF 1986, IF HIRED, CAN YOU PROVIDE PROOF OF IDENTITY AND ELIGIBILITY TO WORK IN THE UNITED STATES?

☐ Yes ☐ No

REFERRED BY (Specify name(s) of person and company, employment agency, or advertisement.)

HAVE YOU PREVIOUSLY BEEN EMPLOYED BY MELE ASSOCIATES? (If Yes, list where, when, and supervisor's name and title.)

HAVE YOU EVER BEEN CONVICTED OF A FELONY? (If Yes, provide date of conviction.)

☐ Yes \_\_\_\_\_  
☐ No

### EDUCATION

HIGH SCHOOL	SCHOOL NAME AND LOCATION	NUMBER OF YEARS COMPLETED _____	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No
COLLEGE / UNIVERSITY	SCHOOL NAME AND LOCATION	NUMBER OF YEARS COMPLETED _____ MAJOR(S) _____	DID YOU GRADUATE? DEGREE <input type="checkbox"/> Yes <input type="checkbox"/> No _____
GRADUATE / PROFESSIONAL SCHOOL	SCHOOL NAME AND LOCATION	NUMBER OF YEARS COMPLETED _____ MAJOR(S) _____	DID YOU GRADUATE? DEGREE <input type="checkbox"/> Yes <input type="checkbox"/> No _____
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL	SCHOOL NAME AND LOCATION	NUMBER OF YEARS COMPLETED _____ MAJOR(S) _____	DID YOU GRADUATE? DEGREE <input type="checkbox"/> Yes <input type="checkbox"/> No _____

PROFESSIONAL REGISTRATIONS, CERTIFICATIONS, OR LICENSES (Give title and year registered.)

SPECIAL SKILLS AND QUALIFICATIONS (For computer skills, list applications and languages in which you are proficient.)

# **EMPLOYMENT HISTORY** *(Begin with your most recent position.)*

FROM (Mo./Yr.)	TO (Mo./Yr.)	EMPLOYER	ADDRESS	TELEPHONE ( )
POSITION		SALARY	SUPERVISOR'S NAME	WORK PERFORMED
REASON(S) FOR LEAVING				
FROM (Mo./Yr.)	TO (Mo./Yr.)	EMPLOYER	ADDRESS	TELEPHONE ( )
POSITION		SALARY	SUPERVISOR'S NAME	WORK PERFORMED
REASON(S) FOR LEAVING				
FROM (Mo./Yr.)	TO (Mo./Yr.)	EMPLOYER	ADDRESS	TELEPHONE ( )
POSITION		SALARY	SUPERVISOR'S NAME	WORK PERFORMED
REASON(S) FOR LEAVING				
FROM (Mo./Yr.)	TO (Mo./Yr.)	EMPLOYER	ADDRESS	TELEPHONE ( )
POSITION		SALARY	SUPERVISOR'S NAME	WORK PERFORMED
REASON(S) FOR LEAVING				

## **MILITARY SERVICE**

BRANCH OF SERVICE	DATE ENTERED	DATE DISCHARGED	HIGHEST RANK HELD
-------------------	--------------	-----------------	-------------------

## **PROFESSIONAL REFERENCES**

NAME	COMPANY AND ADDRESS	TELEPHONE ( )
NAME	COMPANY AND ADDRESS	TELEPHONE ( )
NAME	COMPANY AND ADDRESS	TELEPHONE ( )

## CERTIFICATION AND ACKNOWLEDGEMENT

I certify that the statements made in this application are true and correct to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for in this application is cause for rejection of the application or discharge from the company's service if I am employed. I authorize investigation of all statements contained in this application and give my consent to be physically examined, if necessary.

I expressly acknowledge and understand that unless otherwise defined by a written contract, my status, if I am hired, will be that of an employee at will, having no contractual right, express or implied, to remain in the company's employ. In this connection, I further acknowledge that neither anything said to me during the company's application and/or interview process during employment nor any provision in the company's handbook or personnel manual constitutes the terms of an implied employment agreement. In consideration of any employment offered, I specifically agree that my employment may be terminated with or without cause or notice, at any time, at the option of either the company or myself. I understand that no unauthorized representative may enter into any agreement for employment or make any agreement contrary to the foregoing.

In consideration of my employment, I agree to conform to the rules and regulations

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

### Additional Information:

PERSONNEL DEPARTMENT USE ONLY		
ARRANGE INTERVIEW <input type="checkbox"/> Yes <input type="checkbox"/> No	REMARKS	
OFFER EMPLOYMENT <input type="checkbox"/> Yes <input type="checkbox"/> No	DATE OF EMPLOYMENT	SALARY / HOURLY RATE
JOB TITLE	DIVISION / SUPERVISOR	CONTRACT