

# Application For Employment

(PLEASE PRINT)

Thank you for your interest in and application for employment with [Community Name]. We are an equal opportunity employer and give employment and promotional consideration without regard to race, color, sex, religion, age, disability, disabled veterans, veterans of the Vietnam era, and any other protected class as required by local, state, or federal law. We seek applicants for employment who are dedicated, hardworking and seeking fulfilling employment. In return [Community Name] offers competitive income, an excellent work environment and the opportunity to grow with the company. If you are selected for employment with [Community Name] you will also be hired simultaneously by Merit Resources, Inc. as your co-employer. [Community Name] is your employer for the purposes of managing the day to day operations of the company and the employees. This includes responsibility for the worksite(s), scheduling of work, safety and the direction of the individual employees in their positions. Merit Resources is the co-employer for managing and taking responsibility for the administrative portion of employment such as benefits, payroll and worker compensation insurance

Position(s) Applied For

Date of Application

How Did You Learn About Us?

<input type="checkbox"/> Newspaper Advertisement	<input type="checkbox"/> Trade Newspaper/Magazines	<input type="checkbox"/> Internet-on-line
<input type="checkbox"/> College Placement Dept.	<input type="checkbox"/> Association Newsletter	<input type="checkbox"/> Word-of-mouth
<input type="checkbox"/> College Bulletin Boards	<input type="checkbox"/> Company Newsletter	<input type="checkbox"/> Other _____

Last Name

First Name

Middle Name

Address

City

State

Zip Code

Telephone Number(s)

Social Security Number

Have you ever filed an application with us before?

Yes  No

If Yes, give date

\_\_\_\_\_

Have you ever been employed with us before?

Yes  No

If Yes, give date

\_\_\_\_\_

May we contact your present employer?

Yes  No

On what date would you be available for work?

\_\_\_\_\_

Check the times you are available to work:  Full Time  Part Time  Shift Work  Temporary

Can you travel if a job requires it?

Yes  No

Employment is conditional upon meeting the eligibility requirements for the Employee Fidelity Bond. Have you been convicted of a crime or violation other than a traffic violation?

Yes  No

*Conviction will not necessarily disqualify an applicant from employment.*

If Yes, please explain: \_\_\_\_\_

It is the policy of this Community to hire only those who are authorized to work in the United States. Any offer of employment, if made, will be conditional upon your immediate production of documentation to prove your eligibility status under the IMMIGRATION REFORM AND CONTROL ACT of 1986.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

## Education

School Name and Location	High School					Trade School				College / University				Additional Schooling			
	8	9	10	11	12	1	2	3	4	1	2	3	4	1	2	3	4
Years Completed																	
Diploma / Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

Indicate any foreign languages you can speak, read and/or write

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.

*You may exclude memberships which reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:*

\_\_\_\_\_

\_\_\_\_\_

## References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Have you ever had any job related training in the United States military?  Yes  No

If Yes, please describe: \_\_\_\_\_  
 \_\_\_\_\_

Are you capable of performing the essential functions of this position with or without reasonable accommodations?  Yes  No

## Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	Address		Employer		Work Performed		Length of Service			
	Telephone Number(s)						From		To	
	Job Title		Supervisor		Hourly Rate / Salary		Starting		Final	
	Reason for Leaving									
2.	Address		Employer		Work Performed		Length of Service			
	Telephone Number(s)						From		To	
	Job Title		Supervisor		Hourly Rate / Salary		Starting		Final	
	Reason for Leaving									
3.	Address		Employer		Work Performed		Length of Service			
	Telephone Number(s)						From		To	
	Job Title		Supervisor		Hourly Rate / Salary		Starting		Final	
	Reason for Leaving									

If you need additional space, please ask for another sheet of paper.

If you have been unemployed at any time since leaving school, please indicate what you were doing during this time:

\_\_\_\_\_  
 \_\_\_\_\_

**Special Skills and Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Authorization for Release of Employment Information**

If you have been unemployed at any time since leaving school, please indicate what you were doing during this time:

\_\_\_\_\_

I hereby authorize the following companies to release all information to the Community. I also understand that this authorization is valid for 60 days.

- 1. \_\_\_\_\_ 2. \_\_\_\_\_
- 3. \_\_\_\_\_ 4. \_\_\_\_\_

I waive any liability to the Companies listed above, and its employees, from any claims of action for disclosure of information that could adversely affect any new employment opportunity.

**Applicant's Statement**

I certify that the above information is true and correct and give authorization for investigation of all statements and information contained in this application, my resume, other documents or verbally obtained during an employment interview. I voluntarily consent to allow the community, Merit Resources or any of their representatives or agents to check my references by contacting any persons, company or governmental entity they deem to be an appropriate reference. I understand the references questions may pertain to my personal or educational background, work experience, character and behavior. I understand my employment is subject to satisfactory verification of this information and agree that deliberate falsification of this document or significant omissions shall be grounds for employment consideration disqualification or dismissal from employment, if discovered at a later date. I pledge, if hired, to comply with the guidelines of conduct and company policies and procedures of the community. I also realize that company policies, procedures, practices or statements made during an interview or employment do not create an employment contract by implication or otherwise. I further understand and agree that my employment is for no definite period of time and may, regardless of time and manner, be terminated by the company or myself with or without cause or previous notice. I understand that employment may be subject to satisfactory completion of a physical examination and/or drug screening by company physicians.

I understand that if hired, I'm entering into a co-employment relationship whereas the community is my worksite and directing employer and Merit Resources is my administrative employer. I agree that the benefit plans offered in my co-employment package are those of Merit Resources and are the only benefit plans in which I'm eligible to participate. I further agree that I will not be eligible for other benefits (if any) offered to other non co-employees of the community now or in the future. I understand if hired with the community, I may be required to sign a non-compete/non-disclosure agreement. This application will be kept in a current file for thirty days. If not contacted during that period of time, it may necessary to complete another application to receive further employment consideration.

SIGNATURE OF APPLICATION: \_\_\_\_\_

DATE: \_\_\_\_\_