



APPLICATION FOR EMPLOYMENT
(Equal Employment Opportunity Employer)

APPLICANT INFORMATION

Name _____ Social Security No. _____ Telephone _____

Address (including city/state/zip) _____ E-Mail _____

Are you a citizen of the U.S.? YES NO If NO, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If YES, provide dates. _____

Have you ever been convicted of a felony? YES NO If YES, explain. _____

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (i.e. valid drivers license, birth certificate, green card, etc.) within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

Do you have any relatives who are presently (or have been) employed by this company? YES NO If YES, who? _____

WORK AVAILABILITY AND REQUIREMENTS

How were you referred (specify newspaper name, website/career link, staffing agency, etc.)? _____

Date available _____ Position applying for _____ Can you travel if required? YES NO

Do you have a valid drivers license? YES NO State _____ License No. _____ Expected wage \$ _____
(specify per hr or yr)

Can you work overtime? YES NO Can you work Saturdays? YES NO
Without notice? YES NO Sundays? YES NO

EDUCATION

	ELEMENTARY	HIGH SCHOOL	COLLEGE	TECH	OTHER
SCHOOL					
YEARS COMPLETED	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2	1 2 3 4
DEGREE / DIPLOMA					
GRADUATE					

Summarize special skills and qualifications, volunteer activities, or other activities related to the job you are seeking.

MILITARY EXPERIENCE

Branch _____ From _____ To _____ Rank at discharge _____

Type of discharge _____ If other than honorable, explain _____

REFERENCES

List three (3) non-relatives who are familiar with your qualifications, work history and ability.

Name	Relationship	Years Known	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT EXPERIENCE

Start with your present or last job. List your last four (4) jobs in order. Do not omit any job.

Employer _____ Your Position _____ Telephone _____

Address (including city/state/zip) _____ Employed from (mo/yr to mo/yr) _____ Your salary (starting/ending, per hour/yearly) _____

Duties _____

What did you like the most about your job? _____

What did you like the least about your job? _____

Reason for leaving _____

May we contact your supervisor? YES NO Name _____

Employer _____ Your Position _____ Telephone _____

Address (including city/state/zip) _____ Employed from (mo/yr to mo/yr) _____ Your salary (starting/ending, per hour/yearly) _____

Duties _____

What did you like the most about your job? _____

What did you like the least about your job? _____

Reason for leaving _____

May we contact your supervisor? YES NO Name _____

Employer _____ Your Position _____ Telephone _____

Address (including city/state/zip) _____ Employed from (mo/yr to mo/yr) _____ Your salary (starting/ending, per hour/yearly) _____

Duties _____

What did you like the most about your job? _____

What did you like the least about your job? _____

Reason for leaving _____

May we contact your supervisor? YES NO Name _____

Employer _____ Your Position _____ Telephone _____

Address (including city/state/zip) _____ Employed from (mo/yr to mo/yr) _____ Your salary (starting/ending, per hour/yearly) _____

Duties _____

What did you like the most about your job? _____

What did you like the least about your job? _____

Reason for leaving _____

May we contact your supervisor? YES NO Name _____

DISCLAIMER AND SIGNATURE

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS APPLICATION FOR EMPLOYMENT, PLEASE ASK THEM PRIOR TO SIGNING.

I certify that all answers and statements I have made on this application (and resume and other supplementary materials) are true and complete without omissions. I understand that any false information will result in refusal to hire or immediate discharge if I am employed. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, character and qualifications.

YES NO

If hired, I will be responsible for familiarizing myself with all rules and regulations of **Manzer Equipment, Inc.** as they presently exist or are later modified. If hired, I understand my employment can be terminated, at the discretion of the company or at my option, without notice, at any time, except as specifically set forth in writing in a current individual employment agreement, which I have entered into with the company.

YES NO

I also understand that no representative of **Manzer Equipment, Inc.** has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits or terms and conditions of employment, except as specifically stated in a current written agreement signed by the Owner / General Manager.

YES NO

I understand this application is not an offer of employment and no promises or representations of employment have been made to me at this time.

YES NO

By signing below, I authorize **Manzer Equipment, Inc.** to investigate all statements contained in this employment application as they may deem necessary in arriving at an employment decision. I further authorize **Manzer Equipment, Inc.** to order one or more consumer reports containing financial, driving record, and/or other information about me from a consumer reporting agency. I understand that the consumer report(s) will be requested and used for the purpose of evaluating me for employment, promotions, transfers, and/or retention as an employee.

I have read, understand, and agree with the above.

Signature of Application

Date

This application is valid for only ninety (90) days from the date I signed. If I want to be considered for job openings more than ninety (90) days from the date signed, I will submit a new application.

NOTICE BEFORE ORDERING CONSUMER REPORT

This is to inform you that as part of our procedure for evaluating your employment application or employment status, we may obtain from a consumer reporting agency one or more consumer reports containing financial, driving record, and/or other relevant information about you. These reports, if obtained, will only be used for the purpose of evaluating you for employment, promotions, transfers, and/or retention as an employee. The Fair Credit Reporting Act (FCRA) provides individuals with rights regarding customer reports, and places certain obligations on employers using consumer for employment-related purposes.

Manzer Equipment, Inc. will not obtain a consumer report without your signed authorization. The authorization is contained above the signature line on the Application for Employment. By signing the Application, you are authorizing **Manzer Equipment, Inc.** to obtain one or more reports.

I hereby acknowledge that I have read and understand the contents of this notice and by signing the Application for Employment, have given my authorization for **Manzer Equipment, Inc.** to obtain one or more consumer reports for the purposes listed above.

Printed Name

Signature of Application

Date