MENNIE MACHINE COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER
Employment Application – Skills Check

⇨ **PLEASE PRINT ALL INFORMATION BELOW AND ON FOLLOWING PAGES WHERE APPLICABLE** CURRENT AS 1/5/15

Equal access to all programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for _____ Date of application _____ / _____ / _____

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone # ( )_____ Mobile/Other Phone # ( )_____ E-Mail Address _____

If you are under the age of 18, and it is required, can you furnish a work permit? …… ☐ Yes ☐ No

If no, please explain _____

Have you ever been employed here before? If Yes, give dates and positions _____ ☐ Yes ☐ No
Are you legally eligible for employment in this country? …….. ☐ Yes ☐ No

Date availible for work ____ / ____ /____ What is your desireable wage range? …….. $ _____ hr. or $ _____ week
Type of employment desired …….. ☐ Full Time ☐ Part Time ☐ Temporary ☐ Seasonal ☐ Educational Co-Op

Shift that you would prefer _____

Driver's license number if driving is an essential job function #_____ State _____

Employment History

☞ Provide the following information of your past three (3) employers, assignments or activities, starting with the most recent.

From	To	Employer	Telephone # ( )
Starting Job Title	Final Job Title	Address	
Immediate Supervisor	and Title	Summarize The Nature Of Work Performed And Job Responsibilities	
May we contact for reference? ☐ Yes ☐ No ☐ Later			
Reason for Leaving		Hourly Rate / Salary Start $ _____ Per _____ Final $ _____ Per _____	

From	To	Employer	Telephone # ( )
Starting Job Title	Final Job Title	Address	
Immediate Supervisor	and Title	Summarize The Nature Of Work Performed And Job Responsibilities	
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Reason for Leaving		Hourly Rate / Salary Start $ _____ Per _____ Final $ _____ Per _____	

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May we contact for reference? ☐ Yes ☐ No ☐ Later			
Reason for Leaving		Hourly Rate / Salary Start $ _____ Per _____ Final $ _____ Per _____	

Skills and Qualifications

☞ Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. _____

_____

Educational Background (If job related)

Name and Location	No. of Years Completed	Did You Graduate?		Course of Study
High School				
College		Major	Degree	
Other				

References (Use non – relatives only)

Name	Telephone	Number of Years Known
	( )	
	( )	
	( )	

Writing Skills

☞ In the space provided, please write why you feel you would be an asset to this company and what characteristics you possess that differentiate you from other applicants. Please include at least four to five sentences.

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Applicant Statement ☞ Please Read This Section - Prior to Signing Below

I certify that all information I have provided in order to apply for and secure work with the employer is; TRUE, COMPLETE AND CORRECT.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (I) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurance to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority top work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

Interview Notes & Remarks (Do Not Write Below – For Internal Use Only)

+ Please – Do not sign until you have read the above Applicant Statement

I certify that I have read, and fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant X _____ Date ____/____/____

MMC is an Equal Opportunity Employer