

# EMPLOYMENT APPLICATION

## Personal Information

Name (Last, First, Middle)

Street Address

City, State, Zip

Home phone number

Work Phone Number

Fax number

E-mail address

Social security number

Driver's license number/state/expiration

*(if job requires driving)*

## Employment Desired

Position applied for

How did you hear about this position?

Date available for work

Desired hours (full-time, part-time, etc.)

## Education

	Name and Address of School	Course of Study	Total Years of Study	Degree/Diploma
High School				
Undergraduate College				
Graduate/Professional				
Other (specify)				

List any seminars, classes or other education not listed above which may help qualify you for this position (if you need additional space, please use page 7):

# Employment Application

## Employment History

List below all present and past employers over the past ten years, starting with your **most recent** employer. Account for all periods of unemployment. You must complete this section even if attaching a resume. May we contact your current employer? \_\_\_ **YES** \_\_\_ **NO**

Employer (current? __Yes __No)	Start Date	End Date	Essential job functions of final position
Address			1.
City, State, Zip	Starting Salary	Ending Salary	2.
Phone number			3.
Fax number	Supervisors(s)		
Job Position(s)	E-mail address of supervisor(s)		
Reason(s) for leaving			
What value did you add to this company or its customers?			

Employer (current? __Yes __No)	Start Date	End Date	Essential job functions of final position
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# Employment Application

## Additional Information

List any professional, trade, business or civic activities and offices held. You may exclude membership that reveal gender, race, religion, national origin, ancestry, age, disability or any other protected status.

List any languages other than English that you can speak, read or write that could be of benefit to the position applied for:

	Fluent	Good	Fair
Speak			
Read			
Write			

Identify formal job training that relates to this position:

Identify what skills or certification you possess related to this position:

If you are hired, what value would you add to our company?

Describe what you believe are the most unique features of your work history:

# Employment Application

## Additional Information

<p>Have you ever been employed with this company before?</p> <p>If Yes, when? _____</p>	<p>___ YES ___ NO</p>
<p>Do you have any friends or relatives employed by this company?</p> <p>If Yes, please provide their names and relationship to you: _____</p>	<p>___ YES ___ NO</p>
<p>Are you currently employed?</p>	<p>___ YES ___ NO</p>
<p>May we contact your employer?</p>	<p>___ YES ___ NO</p>
<p>Are you currently on "lay off" status and subject to recall?</p>	<p>___ YES ___ NO</p>
<p>If you are under 18 years of age, can you provide proof of your eligibility to work?</p>	<p>___ YES ___ NO</p>
<p>If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.?</p>	<p>___ YES ___ NO</p>
<p>Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation?</p>	<p>___ YES ___ NO</p>
<p>If hired, are there any accommodations Malonson Company Inc. Would need to provide so that you can perform all those essential functions and duties of the position being applied for?</p> <p>If Yes, please explain:</p> <p>_____</p> <p>_____</p>	<p>___ YES ___ NO</p>
<p>If driving is a requirement for the position applied for, have you in the last 7 years been convicted of Driving Under the Influence (DUI)?</p>	<p>___ YES ___ NO</p>
<p>If hired, do you have a reliable means of transportation to and from work?</p>	<p>___ YES ___ NO</p>
<p>If hired, would you be able to travel or work overtime as needed?</p>	<p>___ YES ___ NO</p>
<p>Have you ever been convicted of a felony or misdemeanor?</p> <p>If Yes, please explain</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>___ YES ___ NO</p>

# Employment Application

## References

List below three persons not related to you who have knowledge of your work performance within the last 5 years.

Name		Occupation
Company name	Address	
Telephone	Email	Relationship & years acquainted

Name		Occupation
Company name	Address	
Telephone	Email	Relationship & years acquainted

Name		Occupation
Company name	Address	
Telephone	Email	Relationship & years acquainted

## Additional Space

Additional space provided to expand on any points or questions asked previously in this application


***PLEASE USE ADDITIONAL PAPER IF NECESSARY***



# Employment Application

*Please read each statement closely and initial each acknowledging your understanding*

## **Equal Employment Opportunity Statement**

This company is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State, and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. Malonson Company Inc. Desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State or local laws. Malonson Company Inc. Will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for Malonson Company Inc.

## **Discrimination and Sexual Harassment Policy Statement**

This company will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

## **Disclosure to Applicants Concerning Drug/Alcohol Testing**

If you are offered a position with Malonson Company Inc., you may be given a drug/alcohol test as a condition of employment. Your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means that you will not be employed by this company. Neither the collector of specimens nor the medical professional who reviews the test results will be a company employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition for employment.

## **Complete and Accurate Information**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct tot the best of my knowledge. I further certify that I have personally completed this application or for immediate discharge if I am employed, regardless of the time elapsed before the discovery.

\_\_\_\_\_ **At-Will Employment**

I understand and agree that if I am employed, my employment will be “at-will”, which means that Malonson Company Inc. May terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, Malonson Company Inc. Will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superseded and that no promise or representation contrary to the foregoing is binding on Malonson Company Inc. Unless made in writing and signed by Malonson Company Inc.’s president.

\_\_\_\_\_ **Testing Authorization**

If offered a position with Malonson Company Inc., I hereby agree to any legally permitted physical, psychological, skill, drug or medical test required by Malonson Company Inc. As a condition of employment.

\_\_\_\_\_ **Investigation Authorization**

I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving and criminal background.

\_\_\_\_\_ **Company Obligation**

I understand and agree that Malonson Company Inc.’s acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that Malonson Company Inc. Has agree to hire me. I understand that Malonson Company Inc. Is under no obligation to hire me as the result of accepting this completed application.

**I HAVE READ AND UNDERSTOOD THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY MALONSON COMPANY INC.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Please sign and return the attached agreement as a condition of possible employment***



## **AUTHORIZATION, WAIVER AND RELEASE OF LIABILITY FOR EMPLOYMENT RELATED INVESTIGATIONS**

In applying for employment with Malonson Company, Inc. ("Company"), I hereby authorize the Company, and/or any designated agent including any consumer reporting agency in the Company's behalf, to conduct any desired background investigation of my personal history as allowed by law, and to obtain and review any criminal and civil court findings, consumer credit report, to investigate any action related to employment, and/or any investigative consumer report in conjunction with said investigation.

I understand the nature and scope of said inquiries may include, but is not limited to, verification, inspection and/or reporting of any lawfully available records or information pertaining to work history; education; worker's compensation claims, criminal and civil court related actions; driving history (including traffic related offenses); personal financial status including consumer credit reports; and, any other information available from any public or otherwise documented record, and/or from any past or present business, professional or personal associates, pertaining to, but not limited to, my work history, character, ethics, mode of living, and general reputation.

It is my understanding the information being obtained will not be used in violation of any federal or state equal opportunity law or regulation, and that before any adverse action is taken based upon review of any consumer credit report and/or investigative consumer report, I will be provided with a copy of said report as well as a summary of consumer's rights.

I hereby fully release the Company, and any and all of its employees, directors, agents, successor and assigns, and any contributing parties or sources from whom any information is obtained, from any and all claims, actions or liability whatsoever which is in any way related to this or any subsequent investigation of my personal history.

I hereby state that all information provided by me to the Company, in any form, is, to the best of my knowledge, true, correct and complete. I also understand that any known misrepresentation made by me to the Company will exclude me from further consideration as a candidate for employment or advancement and may result in termination of my employment with the Company if I am hired and or advanced by the Company before such misrepresentation is identified.

I understand that acceptance of any offer or employment does not create a contractual obligation to the Company to continue to employ me in the future, and that my employment is "at-will", for no definite period, and may be terminated at any time either by myself or the Company without previous notice.

**AUTHORIZATION, WAIVER AND RELEASE OF LIABILITY FOR  
EMPLOYMENT RELATED INVESTIGATIONS**

**Signature**(Applicant) \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Received by: Malonson Company, Inc.**

**Signature**(Employer)\_\_\_\_\_ **Date** \_\_\_\_\_

**Name and Title** \_\_\_\_\_