

MONARCH

Materials Group Inc.

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer and will not discriminate in the hiring process on the basis of sex, religion, race, color, age, disability, sexual orientation, marital or veteran status, national origin, genetic information, or any other legally protected status.

Applicant Name: _____

Date: _____

Present Address: _____

Telephone: _____

Cell Phone: _____

Are you 18 years old or older? Yes No

Are you authorized to work in the U.S.? Yes No

POSITION APPLYING FOR

Position: _____

Date you can start: _____

How did you learn about us? Friend Relative Advertisement Agency Other _____

Are you able to work: Full Time Part Time

Are you available to work overtime? Yes No

Have you previously worked for this company? If so, provide dates _____

Reason for leaving: _____

Do any of your friends or relatives work here? Yes No

If yes, state name and relationship: _____

Are you currently employed? Yes No

If yes, may we contact your present employer? Yes No

Have you ever been convicted of a crime?* Yes No

If yes, give details, including date(s): _____

* A "yes" answer will not automatically disqualify you from employment. We will consider the nature and date of the offense and the job for which you are applying for job-related purposes only, and only to the extent permitted by applicable law.

Note to applicant: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? Yes No

EDUCATION

High School: _____

Graduated? Yes No

Technical School: _____

Graduated? Yes No

Course of Study: _____

College/University: _____

Graduated? Yes No

Course of Study: _____

Other special skills: _____

REFERENCES

Do not include family members or part supervisors

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

WORK EXPERIENCE

Please list all previous employment, beginning with the most recent. If you need more room, you may attach another sheet of paper.

Employer:			Address:		
From	to	Position Held:		Reason for leaving:	
Supervisor's Name/Phone#:				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of Duties/Skills:					
Starting Hourly/Salary Pay:			Final Hourly/Salary Pay:		
Employer:			Address:		
From	to	Position Held:		Reason for leaving:	
Supervisor's Name/Phone#:				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of Duties/Skills:					
Starting Hourly Pay:			Final Hourly Pay:		
Employer:			Address:		
From	to	Position Held:		Reason for leaving:	
Supervisor's Name/Phone#:				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of Duties/Skills:					
Starting Hourly Pay:			Final Hourly Pay:		
Employer:			Address:		
From	to	Position Held:		Reason for leaving:	
Supervisor's Name/Phone#:				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of Duties/Skills:					
Starting Hourly Pay:			Final Hourly Pay:		
AUTHORIZATION AND ACKNOWLEDGMENTS					
<p>I certify that the facts contained in this application are true and complete. I understand that if I am employed, any false statements on this application may be grounds for dismissal. If employed, I will abide by the organization's rules and procedures.</p> <p>I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.</p> <p>I understand and agree that I may be asked to submit to pre-employment tests (including a drug test and background check) upon a conditional offer of employment.</p> <p>Applicant Signature: _____ Date: _____</p>					