

EMPLOYMENT APPLICATION

APPLICANTS MUST BE BONDABLE AND MAY BE TESTED FOR ILLEGAL DRUGS.

Name: _____ Last First MI			SSN: _____		Date: _____
Address: _____ Street Apt. No. City State Zip					
Home Telephone: _____			Daytime Telephone: _____		
E-mail: _____			Check if under age 18 _____		
Position Applying for: _____				Date Available: _____	
Pay Expected: _____			Available: ___ Full-Time ___ Part-Time ___ Temporary		
Legally Eligible to Work in U.S.? ___ Yes ___ No					

Education and Formal Training

School	Name of School City, State	Course of Study	Check Last Year Completed	Graduated	Diploma, Degree, or Certificate Received
High School			1 2 3 4 — — — —	___ Yes ___ No	
College			1 2 3 4 — — — —	___ Yes ___ No	
Other (Specify)			1 2 3 4 — — — —	___ Yes ___ No	

Other Education skills, licenses, professional registrations, or qualifications:

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Employment History – This Section MUST be entirely completed.

Below, list ALL paid or unpaid work experience for the past 15 years, beginning with the most current or most recent job. Include military experience. Describe each job separately, emphasizing your specific duties and responsibilities including management, supervisory, or other leadership roles. Explain significant breaks in your work experience. If more space is required, attach additional sheets.

Employer:	Date (mm/dd/yy): From: _____ To: _____
Address:	_____ Full-Time _____ Part-Time
Position Held:	May we contact employer: ___Yes ___No
Reason for Separation:	
Supervisor's Name:	Telephone Number:
Starting Pay: \$ _____ Hourly _____ Annually	Ending Pay: \$ _____ Hourly _____ Annually
Duties and Responsibilities:	

Employer:	Date (mm/dd/yy): From: _____ To: _____
Address:	_____ Full-Time _____ Part-Time
Position Held:	May we contact employer: ___Yes ___No
Reason for Separation:	
Supervisor's Name:	Telephone Number:
Starting Pay: \$ _____ Hourly _____ Annually	Ending Pay: \$ _____ Hourly _____ Annually
Duties and Responsibilities:	

Employment History – Continued

Employer:	Date (mm/dd/yy): From: _____ To: _____
Address:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Position Held:	May we contact employer: <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Separation:	
Supervisor's Name:	Telephone Number:
Starting Pay: \$ _____ Hourly _____ Annually	Ending Pay: \$ _____ Hourly _____ Annually
Duties and Responsibilities:	

Driver's License Requirements

Some positions require a valid driver's license. If you currently have a valid driver's license (from any state), please fill in the blanks below. If the position requires a Commercial Driver's License (CDL), successful candidates will fill out an additional form with their recruiter.

Driver's License Number: _____ State of Issue: _____ Expiration Date: _____

Has your driver's license ever been suspended or revoked for any reason? Yes No

If yes, please explain when, where, and why:

Convictions/Criminal History/Background Checks

Have you ever been convicted of any violation of the law, other than for minor traffic violations? (A DWI/DUI must be listed). No Yes If "Yes", Please explain below.

(Disclosing information about convictions will not result in automatic disqualification for consideration for employment)

Computer Knowledge

	Software (be specific)	Hardware (i.e., IBM, MAC)
Word Processing:		
Spreadsheets:		
Database:		

List three references (other than relatives) who have knowledge of your work experience and abilities:	
Name:	Phone:
Name:	Phone:
Name:	Phone:

CERTIFICATION

- I certify that I have answered truthfully and have not knowingly withheld any information in my application or during any interview(s).
- I understand that any false information or misrepresentation will result in my being eliminated from further consideration or, in the case I am employed by Mitchell Lock LLC, may result in my immediate discharge at any time during my employment.
- I understand that Mitchell Lock LLC, is an at-will employer. This means that the company or I can terminate the employment relationship at any time, with or without cause. Conditions of employment for represented employees are governed by the Collective Bargaining Agreement.
- I understand that I do not have an agreement for employment for any specified period of time and that no company representative with whom I may have interviewed with has the authority to make such an agreement or any contrary agreement.
- I authorize confirmation of all statements on this application for employment as may be necessary in arriving at the employment decision.
- I release Mitchell Lock LLC, and any previous employers and supervisors from liability for any claims or injuries that may result from furnishing information to Mitchell Lock LLC.
- I understand that pre-employment testing for various computer and mechanical skills may be required as a condition of hire.
- I understand that Mitchell Lock LLC requires a negative drug test as a condition of hire.
- I understand that I will be required to sign a Non-Compete Agreement if I will be employed by Mitchell Lock.
- In consideration of my employment, I agree to abide by Mitchell Lock LLC operating guidelines, rules, policies and procedures which is applicable to change.

Signature:	Date:
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