

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT OR TYPE)

Date of Application: _____

Position applied for: _____

Where did you see or how did you learn of this opening? _____

Name _____
First Middle Last

Address _____
Street City State Zip

Home Phone _____ Cell Phone _____

Email address _____

A. EMPLOYMENT HISTORY/Volunteer Activity -
Current or most recent employment or volunteer activity.

1. **Name of Employer** _____

Address: _____

Dates of your employment: From _____ To _____

Position/Title _____

How long have you held this position? _____

Briefly describe your responsibilities _____

Are you employed on a full time _____ or a part time _____ basis?

To whom do/did you report? _____

What is this person's job title? _____

May we contact this person for a reference? _____ Telephone number? _____

2. **Name of Employer** _____

Address: _____

Dates of your employment: From _____ To _____

Position/Title _____

How long have you held this position? _____

Briefly describe your responsibilities _____

Are you employed on a full time _____ or a part time _____ basis?

To whom do/did you report? _____

What is this person's job title? _____

May we contact this person for a reference? _____ Telephone number? _____

3. **Name of Employer** _____

Address: _____

Dates of your employment: From _____ To _____

Position/Title _____

How long have you held this position? _____

Briefly describe your responsibilities _____

Are you employed on a full time _____ or a part time _____ basis?

To whom do/did you report? _____

What is this person's job title? _____

May we contact this person for a reference? _____ Telephone number? _____

Please describe any other employment or volunteer experience.

Summarize any other special skills and/or qualifications acquired from employment or other experience.

B. EDUCATION

High School

Name _____ City _____ State _____

Did you graduate? Yes _____ No _____ GED? Yes _____ No _____

College/University

Name _____ City _____ State _____

Degree _____

Brief description of course of study _____

Graduate School

Name _____ City _____ State _____

Degree _____

Brief description of course of study _____

Please describe other educational accomplishments. _____

Current licenses or certificates held _____

Languages spoken (if applicable) _____

C. REFERENCES - Give three references (not related to you)

Note: References will not be contacted until initial screening process is completed.

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Relationship</u>
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AGREEMENT

I hereby authorize investigation of all statements contained in this application. I agree that if any misrepresentation or omission has been made by me herein or the results of an investigation are not satisfactory for any reason, any offer of employment made to me by the MCC may be terminated immediately. I further agree that MCC will have no obligation or liability to me except to pay me, at the rate agreed upon, for services actually rendered if I have been employed.

I also authorize the companies, schools or persons named above to give any information regarding my employment, character and qualifications, and hereby release said companies, schools, or persons from any liability for any damage for issuing this information.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between MCC and myself for either employment or the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guaranty is binding upon MCC unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time for any reason or no reason, and MCC retains the same right regarding the discontinuation of my employment.

I hereby acknowledge that I have read and understand the foregoing.

Signature of Applicant _____ Date _____