

APPLICATION FOR EMPLOYMENT

Thank you for your interest in employment at Morgan Estates! We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including but not limited to race, age, color, religion, sex, martial status, national origin, citizenship, ancestry, handicap or disability, genetic disposition, carrier or veteran status.

PERSONAL BACKGROUND

Name

_____ / _____ / _____
Last First Middle Initial

Social Security Number _____ / _____ / _____ Phone () _____ - _____

Current Address

_____ / _____ / _____ / _____
Street City State Zip

Referred by _____ Currently employed? Yes No

If currently employed, may we contact your employer? Yes No

Are you authorized to work in the USA? Yes No

Position applying for _____ Start date availability _____

If driving is a requirement of the job for which you are applying, do you have a current valid driver's license? Yes No

Have you ever been convicted of a felony, misdemeanor or crime, which is related to the functions or qualifications of the position to which you are applying? Yes No

If yes, please describe fully the criminal conviction(s) listing the nature of the offense and your rehabilitation since the conviction(s).

Are you 18 years of age or older? _____

Are there any restrictions in hours or days that you may not be available to work?

Please explain _____

EDUCATION AND TRAINING

HIGH SCHOOL

Name	_____	Highest grade completed	_____
Location	_____	Major area of study	_____

COLLEGE

Name	_____	Highest grade completed	_____
Location	_____	Major area of study	_____

TRADE, BUSINESS OR GRADUATE SCHOOL

Name	_____	Highest grade completed	_____
Location	_____	Major area of study	_____

SPECIALIZED SKILLS (Computer, language, equipment operation etc.)

Can you, with or without accommodation perform the essential functions of the job(s) for which you have applied? Yes No

If not, please identify those essential functions which you are not able to perform.

PERSONAL REFERENCE

Give the names of three (3) persons not related to you, whom you have known for at least three (3) years.

Name _____ Telephone () _____ - _____

Address _____ Years Known _____

City _____ State _____ Zip Code _____

Name _____ Telephone () _____ - _____

Address _____ Years Known _____

City _____ State _____ Zip Code _____

Name _____ Telephone () _____ - _____

Address _____ Years Known _____

City _____ State _____ Zip Code _____

WORK EXPERIENCE

List below the last three (3) employers, beginning with your present or last place of employment.

Date Employed From _____ To _____ Salary _____

Name of Employer _____ Supervisor _____

Address _____ Telephone () _____ - _____

City _____ State _____ Zip Code _____

Date Employed From _____ To _____ Salary _____

Name of Employer _____ Supervisor _____

Address _____ Telephone () _____ - _____

City _____ State _____ Zip Code _____

Date Employed From _____ To _____ Salary _____

Name of Employer _____ Supervisor _____

Address _____ Telephone () _____ - _____

City _____ State _____ Zip Code _____

APPLICANT STATEMENT

In signing this application, I certify that all the forgoing information is a complete and accurate statement of the facts and I understand that if any misrepresentation, omission of falsification were discovered, it will constitute grounds for dismissal. I hereby authorize you to conduct any investigation necessary concerning any part of my background related to the position I am seeking. I release all parties from any liability in connection with the provision and use of such information. I understand and agree that, if employed by Morgan Estates, I will abide by its rules and regulations, which I understand, are subject to change. I further understand that, if hired, my employment is for is for no definite period of time and may be terminated by either party at any time. I agree to submit to a physical exam if required by the company.

Signature of Applicant _____

Date _____

Consent to Criminal Background Check

I have been informed that Morgan Estates would like to do a criminal background check for employment purposes. I understand that a prior criminal conviction will not necessarily make me ineligible for employment.

Please check A or B below:

- A. _____ I hereby consent to a criminal background check and authorize the release of the report and any other information to the company. I hereby release the company, its divisions, affiliates, and associates, and anyone acting on their behalf from any and all claims or liabilities of any nature arising from or related to the preparation of the information contained in the criminal background reports, and the disclosure of such information for employment purposes. (If you would like to receive a copy of the report, initial this form in the bottom right hand corner.)
- B. _____ I do not consent to a criminal background check.

Your Signature

Date

Your Name (please print)

Social Security Number

Address

Date of Birth

City

State

Zip Code