

# 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

Telephone ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
AC Home AC Cell

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 \_\_\_\_\_

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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 \_\_\_\_\_

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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.**

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

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**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 \_\_\_\_\_

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**Graduate School**

Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Degree \_\_\_\_\_

Brief description of course of study \_\_\_\_\_

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Please describe other educational accomplishments. \_\_\_\_\_

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Current licenses or certificates held \_\_\_\_\_

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Languages spoken (if applicable) \_\_\_\_\_

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**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 \_\_\_\_\_