



Application for Employment

Date: _____

Position Applied For: _____

Date Available to Work: _____

Referred By: _____

INSTRUCTIONS:

Please read carefully. Every item on this form must be answered to the best of your ability. Please print using blue or black ink. Upon employment this application will become part of your permanent record with this company.

Note: You are not required to supply any information that is prohibited by Federal, State, or Local law. We are an Equal Employment Opportunity Employer. This company does not discriminate on the basis of race, color, religion, sex, national origin, citizenship, age, marital status, disability, or veteran status.

PERSONAL:

Name (Last, First, MI): _____

Street Address: _____

City, State, Zip Code: _____

Telephone: (_____) _____ - _____ Cell: (_____) _____ - _____

Email address: _____ Social Security #: _____

Are you legally authorized to work in the US? ☐ Yes ☐ No

****Compliance with I-9 Form requirements is mandatory upon employment.****

Have you ever been convicted of a felony? ☐ Yes ☐ No (This will not necessarily affect your

application.) If yes, please describe: _____

Have you ever been convicted of a moving traffic violation? ☐ Yes ☐ No (This will not necessarily

affect your application.) If yes, please describe: _____

Do you have a Commercial Drivers License? ☐ Yes ☐ No

EDUCATION:

School Name and Location

High School: _____

Did you graduate? ☐ Yes ☐ No

College: _____

Did you graduate? ☐ Yes ☐ No

Degree: _____

Major: _____ Minor: _____

Post College: _____

Other Training: _____

In addition to your work history, are there other skills, qualifications, or experience that we should consider? _____

Military Training: ☐ Yes ☐ No

GENERAL EMPLOYMENT INFORMATION:

1. List below the equipment that you have experience and training:

2. Have you ever been employed by this company? ☐ Yes ☐ No If yes, please list dates of prior employment.

3. Do you have relatives that are currently employed by this company? ☐ Yes ☐ No

4. If required, are you willing to relocate? ☐ Yes ☐ No

5. Salary / Wage expectations: _____ Number of hours per week: _____

6. Full Time ☐ Part Time ☐

EMPLOYMENT HISTORY: (Start with most recent)

Company Name: _____ Telephone: (____) ____ - _____
Address: _____
Position Started: _____ Date Started: _____ Wage Started: _____
Position Ended: _____ Date Ended: _____ Wage Ended: _____
Supervisor: _____ May we contact? ☐ Yes ☐ No
Reason for Leaving: _____

Company Name: _____ Telephone: (____) ____ - _____
Address: _____
Position Started: _____ Date Started: _____ Wage Started: _____
Position Ended: _____ Date Ended: _____ Wage Ended: _____
Supervisor: _____ May we contact? ☐ Yes ☐ No
Reason for Leaving: _____

Company Name: _____ Telephone: (____) ____ - _____
Address: _____
Position Started: _____ Date Started: _____ Wage Started: _____
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Company Name: _____ Telephone: (____) ____ - _____
Address: _____
Position Started: _____ Date Started: _____ Wage Started: _____
Position Ended: _____ Date Ended: _____ Wage Ended: _____
Supervisor: _____ May we contact? ☐ Yes ☐ No
Reason for Leaving: _____

What does **“Work Ethics”** mean to you (**Response Required**): _____

EMPLOYMENT APPLICATION TERMS AND CONDITIONS

By submitting your application for employment, you agree to and incorporate the following terms and conditions:

I certify that answers given herein or on attached resume are true and completed to the best of my knowledge and I have personally completed this application. I understand that falsification of information provided on this application or on a resume if one is provided, or during the interview process, will constitute sufficient grounds for MINDA North America, LLC to terminate my employment.

I authorize MINDA North America, LLC and any of its agents to verify any information I have provided on this application, or a resume if provided, or during the interview process. I further authorize MINDA North America, LLC to conduct a background investigation and to check personal and employment references. Also, I agree to a pre-employment physical and substance/drug testing. I release anyone responding to MINDA North America, LLC inquiries from any and all liability to me which could result from disclosure of information provided. I hereby release any and all claims I might have against MINDA North America, LLC or any of its agents related to such inquiries.

I understand that my employment may be contingent upon completion and satisfactory results from my references checks, background checks and driving record.

I give permission to MINDA North America, LLC to obtain my current Motor Vehicle Record. I understand that this information will be used to determine my eligibility as a driver for MINDA North America, LLC, and that this information will become part of my personnel record. As an employee, I agree to inform the Human Resource Department of any changes that are applied to my driving records in the event of employment.

In the event that I am hired, I understand that MINDA North America, LLC is an “At Will” employer, meaning that either myself or the Company can terminate my employment relationship at any time with or without just cause or notice.

Applicant Signature

Date