

(PLEASE PRINT) Date _____

Name (in full) _____

Address (in full) _____

Phone _____ (home) _____ (work) Email address: _____

Soc. Sec. #: _____ Position applied for: _____

Are you a citizen of the United States? Yes No Veteran? Yes No

If you are not a citizen of this country, what is your status? (Do you have work papers?) _____

Have you ever been convicted of a crime, felony or misdemeanor? If yes, please explain below:

EDUCATION

Please record your education below:

	Name of School/Location	Did you Graduate?
High School	_____	_____
Business/Trade	_____	_____
College/University	_____	_____
Graduate/Professional	_____	_____

PREVIOUS EMPLOYMENT AND REFERENCES

(Give in chronological order beginning with most recent position)

	Present or last employer	Previously employed by	Previously employed by
Name of firm	_____	_____	_____
Address	_____	_____	_____
Name of Supervisor	_____	_____	_____
Nature of Business	_____	_____	_____
Dates of Employment	_____	_____	_____
Position(s) held	_____	_____	_____
Duties performed	_____	_____	_____
Ending Salary	_____	_____	_____
Reason for Leaving	_____	_____	_____

PREVIOUS EMPLOYMENT (cont.)

	Present or last employer	Previously employed by	Previously employed by
Name of firm	_____	_____	_____
Address	_____	_____	_____
Name of Supervisor	_____	_____	_____
Nature of Business	_____	_____	_____
Dates of Employment	_____	_____	_____
Position(s) held	_____	_____	_____
Duties performed	_____	_____	_____
Ending Salary	_____	_____	_____
Reason for Leaving	_____	_____	_____

Please list at least three job related references:

	Name	Address	Phone #	Relationship
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____

Please summarize special skills and qualifications acquired from employment or other experience.

APPLICANT NOTE

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all questions completely and accurately. False or misleading statements during the interview, on this form or on any attachments or résumés are grounds for terminating the application process or, if discovered after employment, terminating employment.

PLEASE READ THE FOLLOWING, THEN SIGN AND DATE BELOW AS INDICATED:

I certify that I have read and understand the above APPLICANT NOTE and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief.

I authorize MCT, Inc. and/or its agents, including consumer-reporting bureaus, to verify any of this information. Further, I authorize all former employers, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the possession and/or use of illegal drugs is prohibited during employment, and such possession and/or use will result in termination of employment.

If hired, I can provide proof of age and citizenship.

Signature of applicant _____ *Date* _____

MCT, Inc. is an Equal Opportunity Employer