



Employment Application

M & G does not discriminate in hiring or employment on the basis of race, color, religion, sex, age, national origin, veteran status, sexual orientation, gender identity, disability or any other basis of discrimination prohibited by law. No question on this application is intended to secure information to be used for such discrimination. In order to be considered an applicant, you must apply for one or more of those positions that are currently open and possess the minimum qualifications for the position(s).

Work Preference			
Position(s) for which you are applying:			
Type of employment desired:			
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time			
Indicate the amount of hours you are available per week:			Date available to start:
General Information			
FULL NAME:			SOCIAL SECURITY # (optional)
ADDRESS			TELEPHONE (Home)
CITY	STATE	ZIP CODE	TELEPHONE (Cell)
E-MAIL ADDRESS:			
Have you ever filed an application with M & G before?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you even been employed by M & G before?			<input type="checkbox"/> Yes* <input type="checkbox"/> No
*If yes, please give dates: From: ___ / ___ / ___ To: ___ / ___ / ___			
Are you on a lay-off and subject to recall?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been terminated from a position for poor performance or misconduct? If yes, please explain:			<input type="checkbox"/> Yes* <input type="checkbox"/> No
<p><i>Please be advised that if selected for employment, you will be required to provide proof that you are legally eligible to be employed in the United States.</i></p> <p><i>Please also be advised that if you are selected as a finalist for a position, part of the background check includes a criminal history check and/or child abuse clearance. Convictions are not an automatic disqualification to employment and all qualified applicants are encouraged to apply. The specific offense/criminal record is evaluated on an individual basis, which considers, at minimum, the essential functions and nature of the job and the seriousness/classification, circumstances, and age of the offense(s).</i></p>			
Have you ever been convicted of a misdemeanor or felony? ___ YES ___ NO			



Employment Application

Educational Background				
Name of School	City & State	Major course of study	Circle last year completed	Degree or Diploma
High School or Prep School			9 10 11 12	
College or Technical School			1 2 3 4	
College (Advanced Degree)			1 2 3 4	
List particular skills you feel especially qualify you for the position you seek with this organization. Include, if applicable, specialized certifications or licenses, computer knowledge and experience level, language fluency, equipment operation, skilled trade knowledge, etc.):				
To be completed by applicant for office/clerical work				
Typing	Yes No	Words per minute:		
Dictation	Yes No	Words per minute:		
Computer Skills				
Hardware Used:				
Software Used:				
Computer Skill Level (circle)	BASIC	MODERATE	ADVANCED	
Employment History List each position held. Start with your present or last job. DO NOT WRITE "SEE RESUME"				
Company Name				
Address - Street		City	State	Zip Code
Employed From (Mo./Yr.)	Position Title	Supervisor Name, Title (plus contact information)		
Employed To (Mo./Yr.)	Description of duties, responsibilities and/or significant accomplishments			
Salary - Starting		Salary - Ending		
Hours Worked Weekly	Reason For Leaving			



Employment Application

Company Name			
Address - Street		City	State
		Zip Code	
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Employed To (Mo.-Yr.)	Description of duties, responsibilities, and/or significant accomplishments		
Salary - Starting		Salary - Ending	
Hours Worked Weekly	Reason For Leaving		
Company Name			
Address - Street		City	State
		Zip Code	
Employed From (Mo./Yr.)	Position Title	Supervisor Name, Title (plus contact information)	
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Hours Worked Weekly	Reason For Leaving		

A minimum of 2 positive references from individuals other than friends or family members must be obtained. If your work history above is insufficient to provide 2 reference contacts, please provide additional references below (i.e. former or current teachers, professors, directors from organizations for which you have volunteered, etc).

Name of Reference	Position/Title & Where Employed	Relationship to You (i.e. former teacher, etc.)	Phone Number

Please indicate any current certifications (i.e. CPR, First Aid, etc.) and/or background clearances you have that relate to the position for which you are applying:

Clearance/Certification	Date Obtained	Expiration Date (if any)		Other (Please List)	Date Obtained	Expiration Date (if any)



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I certify that the information contained on this application is correct to the best of my knowledge and understand that falsification of this information is grounds for dismissal if employed by M & G. I further understand that this application is not intended to be a contract of employment, nor does this application obligate M & G any way if it decides to employ me.

I authorize the employers/supervisors listed above to give M & G any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing said information to the M & G.

Please identify any employers/supervisors you do NOT wish M & G to contact and reason not to contact:

M & G is hereby authorized to investigate my past employment, professional and other licensure and/or certifications, criminal record, child abuse record, driving record and military record through its management office or its designee. For the purpose of verifying my qualifications for employment, M & G is authorized to obtain educational records and information relating to courses taken, my performance in those courses, degrees and awards received by me as well as disciplinary actions taken against me while enrolled. In the event an investigation reveals convictions or security related issues, I understand my employment, or consideration for employment, could be terminated immediately.

I understand that passing a drug test is a condition of employment and, if an employment offer is extended, depending upon the requirements of the position for which I am being hired, I may be required to take, pass, and complete job-related physical examinations.

No representative of M & G other than the President has any authorization to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

If employed by M & G, I agree to conform to its policies and procedures and understand that employment at M & G is at will; i.e., either myself or M & G may discontinue employment at any time, for any or no reason, with or without notice.

Applicant's Signature

Date