



Prospective employees will receive consideration without discrimination based on race, creed, color, sex, age, national origin, handicap, veteran status or any condition prescribed by state or local law.

How did you learn of job openings with Mertz? _____
(Employee, Newspaper, Radio, Walk-In, Indeed, Agency, Other)

If from a Mertz employee, who referred you? _____

Application for Employment

PERSONAL

Last Name	First	Middle	Date
Street Address			Home Telephone ()
City, State, Zip			Mobile Telephone ()
Have you ever applied for employment with us? () Yes () No If "Yes", Month and Year Location			Social Security Number
Position Desired			Email Address
Apart from absence for religious observance, are you available for full-time work? () Yes () No If not, what hours can you work?			Pay Expected
Are you legally eligible for employment in the United States?			Will you work overtime if asked?
Have you ever been convicted of any crimes in the past ten years excluding misdemeanors and summary offenses that have not been annulled, expunged, or sealed by a court? () Yes () No If "Yes", describe in full.			Have you ever been bonded? () Yes () No If "Yes", which employer(s)?
List other special training or skills for consideration (languages, machine operation, etc.)			When will you be available for work?

EDUCATION

School	Name and Location of School	Course of Study	No. of Years Completed	Did you graduate?	Degree or Diploma
Graduate				() Yes () No	
College				() Yes () No	
Business/Trade Technical				() Yes () No	
High School				() Yes () No	
Elementary				() Yes () No	

EMPLOYMENT HISTORY**1**

Company Name	Telephone ()
Address	Employed (Mo , Yr) From To
State Job Title and Describe Your Work	Weekly Pay Start Last
Reason for Leaving	Name of Supervisor

2

Company Name	Telephone ()
Address	Employed (Mo , Yr) From To
State Job Title and Describe Your Work	Weekly Pay Start Last
Reason for Leaving	Name of Supervisor

3

Company Name	Telephone ()
Address	Employed (Mo , Yr) From To
State Job Title and Describe Your Work	Weekly Pay Start Last
Reason for Leaving	Name of Supervisor

4

Company Name	Telephone ()
Address	Employed (Mo , Yr) From To
State Job Title and Describe Your Work	Weekly Pay Start Last
Reason for Leaving	Name of Supervisor

We may contact the employers listed above unless you indicate those you do not want us to contact.

DO NOT CONTACT (Please state Employer number referenced above and reason.)

MILITARY

Did you, or do you, serve in the U. S. Armed Forces? () Yes () No If "Yes", which Branch? _____

Describe any training received relevant to the position for which you are applying.

Additional Information

Please list membership in professional and civic organizations, special accomplishments, awards, etc. (Exclude those that may disclose your race, color, religion, age, or national origin.)

APPLICANT'S SIGNATURE

Please read and understand this statement before signing your application.

The information I have provided to Mertz Manufacturing, Inc., in this application for employment is true, correct, and complete. False, incomplete, or misrepresented information of any kind, will be sufficient cause for my application to be rejected or, if discovered after I am employed with Mertz Manufacturing, Inc., cause for immediate termination of my employment. I authorize Mertz Manufacturing, Inc., to contact and obtain information about me from any and all sources including, but not limited to, previous employers, educational institutions, and "references" I provided and any other party necessary to verify the accuracy of this information and any other information relevant to Mertz Manufacturing, Inc., employment process. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations, or organizations who provide information for this purpose.

This Mertz Manufacturing, Inc. application will expire in 30 days. After that date, unless otherwise notified, I understand that my status as an applicant will end. I may re-apply with Mertz Manufacturing, Inc. for employment in the future by completing a new application.

This Mertz Manufacturing, Inc. application is not an employment agreement. If I accept an offer of employment, I understand the employer may terminate my employment at anytime, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of Mertz Manufacturing, Inc. (employer), has the authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I fully understand and accept all terms and conditions in the above statement.

Date

Signature

FOR EMPLOYER'S USE ONLY

REFERENCE CHECK

Employer	Person Contacted	Results
1		
2		
3		
4		

TEST RESULTS

Tests Administered	Raw Score	Rating	Analysis & Comments
1			
2			
3			
4			

INTERVIEW RESULTS

Interviewer Name and Comments

MERTZ MANUFACTURING, Inc. believes that the information collected from the applicant is in full compliance with all Federal and State equal employment laws and with the Fair Credit Reporting Act.