

**APPLICATION FOR EMPLOYMENT**  
**Mertz Manufacturing, LLC**

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.

<b>PERSONAL</b>			
Last Name	First	Middle	Date
Street Address			Home Telephone ( )
City, State, Zip			Business Telephone ( )
Have you ever applied for employment with us? ( ) Yes ( ) No If yes: Month and Year      Location			Social Security #
Position Desired			Pay Expected
Apart from absence for religious observance, are you available for full-time work? ( ) Yes ( ) No If not, what hours can you work?			Will you work overtime if asked? ( ) Yes ( ) No
Are you legally eligible for employment in the United States?			When will you be available to begin work?
Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which 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," with what employers?
Other special training or skills (languages, machine operation, etc.)			

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



**Additional Information**

Please list membership in professional and civic organizations, special accomplishments, awards, etc.  
(Exclude those which 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, LLC, 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, LLC, cause for immediate termination of my employment. I authorize Mertz Manufacturing, LLC, to contact and obtain information about me from previous employers, educational institutions and "references" I provided, and any other party necessary to verify the accuracy of the information I disclosed in this Mertz Manufacturing, LLC, application, 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, LLC, 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, LLC, for employment in the future by completing a new application.

This Mertz Manufacturing, LLC, application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, 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, LLC, (employer), has 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

4.001, 10/1/10  
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**FOR EMPLOYER'S USE ONLY**

<b>REFERENCE CHECK</b>		
<b>Employer</b>	<b>Person Contacted</b>	<b>Results</b>
1		
2		
3		
4		

<b>TEST RESULTS</b>			
<b>Tests Administered</b>	<b>Raw Score</b>	<b>Rating</b>	<b>Analysis and Comments</b>

<b>INTERVIEW RESULTS</b>
<b>Interviewer Name and Comments</b>

MERTZ MANUFACTURING, LLC, 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. MERTZ MANUFACTURING, LLC,