



APPLICATION FOR EMPLOYMENT

This company is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, nation, origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

Date: _____

Personal

First and last name: _____

SS#: _____

Primary Phone #: _____

Cell #: _____

Address: _____

E-mail: _____

Position Applied For: _____

Referred by: _____

Salary Desired: _____

Have you ever interviewed with **matchbox** or any of its affiliates before? Y / N

Are you at least 18 years of age? Y / N

Are you applying for: Full-time Part-time Temp

If hired, will you be able to work overtime? Y / N

Education

Circle highest grade completed:

High School: 9 10 11 12

College, Trade or Business: 1 2 3 4

Graduate Studies:

School (List):

High School:

College/University:

Vocational, Business, Other:

List any professional designations:

Other special knowledge, skills or qualifications:

Employment History

List all employments for the past 10 years, beginning with the most recent position. You may attach a resume, but **NOT** in place of completing the required information.

(1)

Employer Name: _____

Employer Address: _____

Supervisor name and phone #: _____

Employed from: ___/___/___ Employed until: ___/___/___

Job Title: _____

Duties: _____

Reason for leaving: _____

Employment History (continued)

(2)

Employer Name: _____

Employer Address: _____

Supervisor name and phone #: _____

Employed from: ___/___/___ Employed until: ___/___/___

Job Title: _____

Duties: _____

Reason for leaving: _____

(3)

Employer Name: _____

Employer Address: _____

Supervisor name and phone #: _____

Employed from: ___/___/___ Employed until: ___/___/___

Job Title: _____

Duties: _____

Reason for leaving: _____

General

May we contact your current employer for a reference? Y / N

Please supply three references with phone numbers in addition to past or present employer(s):

1. _____

2. _____

3. _____

General (continued)

Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation?

Have you ever been convicted of any crime, (excluding convictions for marijuana, related offenses for personal use more than two years old) or had any convictions that have been sealed, expunged or legally eradicated, or misdemeanors for which probation was completed and the case was dismissed by court? (Note: A yes response does not automatically disqualify your application.) If yes, please explain:

Are you currently out on bail or released on your own recognizance pending trial? If yes, please explain:

Certification and Authorization

The above information is true and correct. I understand that the hiring process will be terminated, or in the event of my employment by **matchbox**, I shall be subject to dismissal, if any information that I have given in the application the background release form, in any resume or interview or any part of the hiring process is false or misleading or if I have failed to give any information herein requested, or if I have withheld relevant information, regardless of the time elapsed after discovery.

I authorize **matchbox** to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to **matchbox** and will hold harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorize **matchbox** to obtain any credit and consumer check. I understand that **matchbox** will provide separate Disclosure and Release required by law that will permit **matchbox** to make such inquiries through the services of a third party. I understand that nothing in this employment application, that granting of an interview or my subsequent employment with **matchbox** is intended to create an employment contract between myself and **matchbox** under which my employment could be terminated only for cause. On the contrary, I understand and agree that if hired, my employment will be terminable at will and may be terminated by **matchbox** at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents with my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for the completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

Signature: _____

Date: _____