



MANUCH Inc.

EMPLOYMENT APPLICATION

Federal and State law requires that all applicants be considered without regard to race, color, ancestry, national origin, sex, marital status, physical and mental disability, medical condition, age and religious creed. We believe in and fully support equal employment opportunity and will meet our obligation to the fullest extent.

Personal Information Date: _____

Name: _____
Last First Middle Home Phone: (____) _____

Address: _____
City State Zip Message Phone: (____) _____

Previous Address: _____
City State Zip

Referred By: _____ Are you legally eligible for employment in the U.S.? Y___ N___

Are you 18 years of age or older? Y___ N___ If under 18, if required by State Law, can you furnish a work permit? Y___ N___

Have you ever plead 'guilty' or 'no contest' to, or been convicted of, a misdemeanor or felony? Y___ N___

If yes, please give date(s) and details (a "Yes" will not necessarily disqualify an applicant from employment)

Personal 1. Name: _____ Relationship: _____ Phone: _____

References: 2. Name: _____ Relationship: _____ Phone: _____

Employment Desired Position: _____

Location: _____ Salary Desired: _____ Date You Can Start: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours Available:							

Education

	Name	Address	Years Completed	Did You Graduate?	Subjects Studied
High School				Y N	
College				Y N	
College				Y N	
Trade School				Y N	

List skills relevant to the position applied for: _____

Hobbies / Interests

Previous Employment (Please start with current/most recent employer first. Include any relevant volunteer or unpaid work experience.)

From: _____ Employer's Name _____ Position: _____ Starting Pay: _____

To: _____ Address _____ Phone: _____ Ending Pay: _____

Duties Performed: _____ # of hrs/wk _____

Immediate Supervisor: _____ May we contact this Employer? Y___ N___ If "No" please explain: _____

Reason for Leaving: _____

From: _____ Employer's Name _____ Position: _____ Starting Pay: _____

To: _____ Address _____ Phone: _____ Ending Pay: _____

Duties Performed: _____ # of hrs/wk _____

Immediate Supervisor: _____ May we contact this Employer? Y___ N___ If "No" please explain: _____

Reason for Leaving: _____

From: _____ Employer's Name _____ Position: _____ Starting Pay: _____

To: _____ Address _____ Phone: _____ Ending Pay: _____

Duties Performed: _____ # of hrs/wk _____

Immediate Supervisor: _____ May we contact this Employer? Y___ N___ If "No" please explain: _____

Reason for Leaving: _____

From: _____ Employer's Name _____ Position: _____ Starting Pay: _____

To: _____ Address _____ Phone: _____ Ending Pay: _____

Duties Performed: _____ # of hrs/wk _____

Immediate Supervisor: _____ May we contact this Employer? Y___ N___ If "No" please explain: _____

Reason for Leaving: _____

Please explain any gaps in your employment history: _____

Please list any friends, acquaintances or relatives that you know who are currently employed with Manuch, Inc.: _____

How many days of work have you missed in the last two years due to reasons other than paid holidays, vacation, or civic obligations (such as jury duty)?

Year _____ Number of days _____ Reasons: _____

Year _____ Number of days _____ Reasons: _____

Manuch, Inc. is an AT-WILL employer. If employed, you are free to resign at any time, just as the Company is free to terminate your employment with or without cause at any time. This provision may be modified only in writing signed by the Executive Director. The completion of this form does not indicate that positions are available nor obligate you or Manuch, Inc. in any manner. Employment is conditional upon completion of a background and reference check. Your signature on this application authorizes investigation of all statements contained herein this application and that you understand that misrepresentation or omission of facts called for is cause for rejection of this application or immediate discharge if you are employed.

Applicant Signature: _____ Date: _____