



What is your desired salary range or hourly rate of

Type of employment desired: Full-Time

Will you relocate if job requires it?.... Yes No

Part-Time Temporary Seasonal ☐ Intership or Educational Co-Op

pay? \$\_\_\_\_\_ Per \_\_\_\_

## APPLICATION FOR EMPLOYMENT

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department. PLEASE PRINT LAST NAME: FIRST NAME: MI: SOCIAL SECURITY #: STREET ADDRESS: CITY: STATE: ZIP: PHONE: CELL(OTHER): EMAIL: POSITION APPLIED FOR: DATE OF APPLICATION: REFERRAL SOURCE (PLEASE CHECK THE APPROPRIATE CATEGORY AND NAME THE SOURCE) WALK-IN SCHOOL **EMPLOYEE** JOB FAIR ADVERTISEMENT STAFFING AGENCY GOVERNMENT EMPLOYMENT AGENCY COMPANY'S WEBSITE OTHER INTERNET OTHER May we contact you at work?..... Yes No Will you travel if the job requires it?... Yes No If yes, work # and best time to call: ( )\_-\_ Will you work overtime if required?.... Yes ☐ No am pm (circle one) If no, please explain: \_\_\_\_\_ If you are under 18 and it is required, can you furnish a work permit?..... Yes No Driver's license number required if driving may be If no, please explain \_\_\_\_\_ required in the job for which you are applying: Have you submitted an application at MCA Issuing State: Expiration: If yes, give date(s) and positions(s) Answering "yes" to the following question does not constitute an Have you been employed at MCA automatic bar to employment. Factors such as date of offense, before?..... Yes No seriousness and nature of the violation, rehabilitation and position If yes, give dates From \_\_\_\_\_ To \_\_\_\_ applied for will be taken into consideration. Are you legally eligible for employment in this Have you ever pled "guilty" or "no contest" to, or country? ...... Yes No been convicted of a crime?..... Yes No Date available for work.....\_\_\_ If yes, please provide date(s) and details.

(Please attach another sheet if necessary)

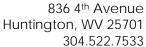


## **EMPLOYMENT HISTORY**

Starting with your most recent employer

Employer	Phone #	Dates Employed	To	
Street Address	City State 7in	From Starting Salary	То	
Succe Address	City, State, Zip	\$ per	☐ Hourly ☐ Salary	
Job Title	1	Ending Salary		
Joo Title		\$ per	☐ Hourly ☐ Salary	
Immediate Supervisor & Tit	tle: May we contact?  Yes No			
Why did you leave?	1 100 110	1		
	rformed and job responsibilit	ies		
	J I			
Employer	Phone #	Dates Employed		
	THOMO II	From	То	
Street Address	City, State, Zip	Starting Salary		
	J , , , ,	\$ per	☐ Hourly ☐ Salary	
Job Title	•	Ending Salary	<del></del>	
		\$ per	☐ Hourly ☐ Salary	
Immediate Supervisor & Tit	tle: May we contact?			
	Yes No			
Why did you leave?	<u> </u>	•		
Summarize type of work performed and job responsibilities				
71				
Employer	Phone #	Dates Employed		
	Phone #	Dates Employed From	То	
	Phone # City, State, Zip			
Employer Street Address		From Starting Salary \$ per	To ☐ Hourly ☐ Salary	
Employer		From Starting Salary \$ per Ending Salary	☐ Hourly ☐ Salary	
Employer Street Address		From Starting Salary \$ per		
Employer Street Address	City, State, Zip  tle: May we contact?	From Starting Salary \$ per Ending Salary	☐ Hourly ☐ Salary	
Employer  Street Address  Job Title  Immediate Supervisor & Tit	City, State, Zip	From Starting Salary \$ per Ending Salary	☐ Hourly ☐ Salary	
Employer  Street Address  Job Title  Immediate Supervisor & Tit  Why did you leave?	City, State, Zip  tle: May we contact?  Yes No	From Starting Salary \$ per Ending Salary \$ per	☐ Hourly ☐ Salary	
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Please attach your resume and / or attachment if more space is needed.





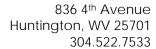
# **EMPLOYMENT HISTORY** (Continued) Explain any gaps in your employment, or other than due to personal illness, injury or disability. If yes, please explain SKILLS AND QUALIFICATIONS Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying. Computer Skills: (Please check all that apply) Word Processing: Software Title Internet Software Title Spreadsheet: Other Presentation: Software Title Other E-Mail: Software Title Other EDUCATIONAL BACKGROUND

School (include City & State)	# Years	Completed	Major / Minor
	completed		
		☐ Diploma ☐ GED	
		Degree	
		Certification	
		Other	
		Diploma GED	
		Degree	
		Certification	
		Other GED	
		Degree	
		Certification	
		Other	
		☐ Diploma ☐ GED	
		Degree	
		Certification	
		Other	

## REFERENCES

Please provide no less than 3 professional references and 3 personal references (not related to you). If 3 professional references aren't available, please list school references if possible.

Name	Title	Relationship	Telephone





### **Professional Organizations**

Organization	Offices Held (if any)	Member since

Please list any special accomplishments, publications, awards, etc.

Do not include any information the may reveal race, gender, religion, national origin, citizenship, age, mental or physical disabilities, veteran status or any other protected status.

### PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION

I certify that all information provided is complete, accurate and true.

I expressly authorize MCA, Inc., its representatives or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing boards and educational institutional and to otherwise verify the accuracy of all information provided by me in this application, resume' or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application will remain on file for 1 year. If after that time, I still wish to be considered for employment, it will be necessary to reapply and complete a new application.

If I am hired, I understand that I am free to resign at any time, with or without notice. I also understand that the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application is not an agreement or contract for employment. I understand that no supervisor or representative of the employer is authorized to make any assurances or implications of employment for any specified period or definite duration.

If hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form.

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Any information provided by me (the applicant) that is found to be respect, will be sufficient cause to eliminate me from further constimmediate termination from MCA, Inc. whenever discovered.	
I certify that I have read, fully understand and accept all terms of	the foregoing Applicant Statement above.
Signature of Applicant:	Date:/