

APPLICATION FOR EMPLOYMENT

Mansemar, Inc. is an affirmative action and equal employment opportunity employer dedicated to a policy of nondiscrimination upon any basis. The Company does not discriminate against employees or applicant for employment based upon race, color, national origin, genetic information, religious beliefs, gender, age, marital status, disability, U.S. veteran status, or any other protected classifications, activities, or conditions as required by federal, state and local laws. activities, or conditions as required by federal, state and local laws. In reading and answering the following questions, please keep in mind that none of the questions are intended to imply any limitations, illegal preferences, or discrimination based upon any non-job-related information. **Applications will only be accepted for current job openings.**

Employment Desired:

Position Desired:

Salary / Hourly Rate Desired:

Are you seeking: ☐ Full Time ☐ Part Time ☐ Temporary

Date You Can Start:

Personal Information: (Incomplete information could disqualify you from further consideration.)

Name: (First, Middle, Last)

Today's Date:

Address:

City:

State:

Zip:

Home Phone:

Cell Phone:

E-mail Address:

Are you legally authorized to accept employment in the U.S.A. on an unrestricted basis? (In accordance with USCIS regulations you will be required to provide documentation to establish authorization to work if you are hired.)
If NO, please explain:

☐ Yes ☐ No

Are you at least 18 years of age or older? (If no, you may be required to provide authorization to work.)

☐ Yes ☐ No

Can you work any shift or schedule, including overtime and weekends? If no, please explain:

☐ Yes ☐ No

Can you travel for work without restrictions? If no, please explain:

☐ Yes ☐ No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? (If you are unsure of the essential functions, please ask to review a job description.)

☐ Yes ☐ No

Referral Source and Additional Information:

How did you hear about us? ☐ Internet Posting ☐ Media Advertisement ☐ Referral
☐ Other Source:

Have you ever worked for this company? If yes, please provide dates, and most recent department and supervisor/manager.

☐ Yes ☐ No

Have you ever submitted an application for employment to this company? If so, for what position, and when?

☐ Yes ☐ No

Do you have any relatives currently working for this company? If yes, please provide name and relationship for each:

☐ Yes ☐ No

Background:	
Are you currently employed?	☐ Yes ☐ No
Have you ever been terminated from employment or asked to resign by an employer? If yes, please provide company names and contacts:	☐ Yes ☐ No
Have you been convicted of a felony offense in the last 10 years or served time in prison in the last 10 years? (A conviction as an adult will not necessarily disqualify you for employment. Rather, such factors as date of conviction, seriousness, and nature of the crime will be considered.) If yes, please provide the type of felony, dates and location for all convictions:	☐ Yes ☐ No

EMPLOYMENT HISTORY

Include your last three positions (or your last ten (10) years of employment history), including periods of unemployment, starting with the most recent and working backwards in time. (Incomplete information could disqualify you from further consideration.)

Current or Most Recent Employer:				
Employed From:	Employed To:	Starting Salary:	Ending Salary:	
Company Name:			May We Contact? ☐ Yes ☐ No	
Address:				
City:	State:	Zip:	Phone Number:	
Position Title:				
Supervisor:		Supervisor's Title:		
Nature of the Work Performed and Position Responsibilities:				
Reason for Leaving:				
Second Most Recent Employer:				
Employed From:	Employed To:	Starting Salary:	Ending Salary:	
Company Name:			May We Contact? ☐ Yes ☐ No	
Address:				
City:	State:	Zip:	Phone Number:	
Position Title:				
Supervisor:		Supervisor's Title:		
Nature of the Work Performed and Position Responsibilities:				
Reason for Leaving:				

Third Most Recent Employer:				
Employed From:	Employed To:	Starting Salary:	Ending Salary:	
Company Name:			May We Contact? ☐ Yes ☐ No	
Address:				
City:	State:	Zip:	Phone Number:	
Position Title:				
Supervisor:		Supervisor's Title:		
Nature of the Work Performed and Position Responsibilities:				
Reason for Leaving:				

EDUCATION

	Name of School(s)	City/State	No. Years Attended	Subjects/Major	Degree Y/N & Type
High School / GED					
College or University					
Graduate School					
Trade or Business School					

LICENSES, CERTIFICATIONS, SPECIAL SKILLS

Licenses or Certifications:			
Name/Type:	Issued By:	Issue Date:	Expiration Date:
Name/Type:	Issued By:	Issue Date:	Expiration Date:
Name/Type:	Issued By:	Issue Date:	Expiration Date:
Special skills, experience and/or training that would enhance your ability to perform the position applied for.			
Equipment and/or Computer Skills:			

REFERENCES

REFERENCES: (Provide names/addresses/phone numbers of three professional/work related references, preferably whom you have known at least three (3) years.)			
Name:	Address/Phone:	Occupation:	# Years Known:
Name:	Address/Phone:	Occupation:	# Years Known:
Name:	Address/Phone:	Occupation:	# Years Known:

Acknowledgement, Authorization, and Release

Only applicants meeting the basic requirements for a position as determined by the company will be considered for employment. Should more than one qualified person make application, the company reserves the right to select the applicant that, in its opinion, possesses the best qualifications.

The following paragraph contains a release. Carefully read the paragraph below before signing and dating.

In signing this application, I certify that all of the information given by me on the application and the attached resume, if any, is true and complete. **The company may conduct a background investigation and I hereby give the company the right to make such an investigation including, but not limited to past employment, listed references and education. I release from all liability the company, its agents, and all companies, corporations, and individuals supplying such information.** If the Company conducts a reference check that requires a separate release under the Fair Credit Reporting Act, the Company will provide such release. I agree to indemnify the Company against any claim or other liability, which might result from making such investigations. I understand that any false answer, misleading or false statement or misrepresentation made by me in the application, the attached resume, or other documents provided by me shall be considered sufficient cause for denial of employment or if hired, termination at or within a reasonable time of the time of discovery. Additionally, I understand that nothing in the employment application creates or constitutes an employment contract between Mansermar, Inc. and myself for either employment or the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guaranty is binding upon Mansermar, Inc.. If an employment relationship is established, I agree to conform to the rules, regulations, and policies of Mansermar, Inc. **In those states where Mansermar, Inc. operates and the "At-Will Employment" doctrine is applicable, I understand that I have the right to terminate my employment at any time, with or without cause, and that Mansermar, Inc. has the right to terminate my employment at any time, with or without cause, because my employment is "at-will".** I also understand and expressly agree that Mansermar, Inc. may provide specific information regarding my employment to future employers and, when appropriate, to government authorities and third parties, and I release the Company, its employees, and agents from any liability for the disclosure of information regarding my employment. I agree to immediately notify Mansermar, Inc. if I should be convicted of a felony of any nature, or convicted of any crime involving dishonesty or a breach of trust while this application is pending or during my period of employment.

I attest with my signature below that I have read all of the above statements and understand the same and that all statements made by me are true and accurate to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that any false statements or material omissions may be grounds for refusal to hire, or for immediate dismissal. I certify that I am at least 18 years of age and am legally authorized to work in the United States.

I understand that as a condition of this application and any employment, I may be required to submit to testing for the presence of illegal drugs. I hereby consent to such testing. I further acknowledge that no promise or guarantee is binding upon the company unless made in a written contract of employment as described above.

Applicant's Name: (Please Print)	
Applicant's Signature:	Date:

