



Print Name _____

Signature of applicant _____ Date _____

PLEASE READ CAREFULLY - JOB APPLICATION WAIVER¹ AND CONSENT

In exchange for the consideration of my job application by Monsees _____ (hereinafter called “the Company”), I agree that: Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of _____, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and employer may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts requested in this application is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of my employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Thank you for completing this application form and for your interest in Monsees

¹ This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. This policy is modified with respect to citizenship and national origin because of compliance with US Export Regulations (EAR / ITAR). We assure you that your opportunity for employment with this Company depends solely on your qualifications.



Employee Questionnaire for Self-Identification of Race/Ethnicity Anti-Discrimination Notice

It is an unlawful employment practice for an employer to fail or refuse to hire or discharge any individual, or otherwise to discriminate against any individual with respect to that individual's terms and conditions of employment, because of such individual's race, color, religion, sex, or national origin.

Monsees Inc. (Monsees), as your employer, is subject to certain nondiscrimination and affirmative action recordkeeping and reporting requirements which require Monsees to invite employees to voluntarily self-identify their race/ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable federal laws, executive orders, and regulations, including those which require the information to be summarized and reported to the Federal Government for civil rights enforcement purposes. If you choose not to self-identify your race/ethnicity at this time, the federal government requires Monsees to determine this information by visual survey and/or other available information.

For civil rights monitoring and enforcement purposes only, all race/ethnicity information will be collected and reported in the five categories identified below. The definitions for each category have been established by the federal government.

Invitation to Voluntarily Self-Identify - What is your race/ethnicity?

Please mark the **one box** that describes the race/ethnicity category with which you primarily identify:

- (A) **Asian or Pacific Islander:** Persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- (B) **African American (not of Hispanic origin):** Person having origins in any of the black ethnic groups.
- (H) **Hispanic:** Persons having origins in any of the Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Cultures, regardless of ethnicity.
- (I) **Native American or Alaskan Native:** Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- (W) **Caucasian (not of Hispanic origin):** Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Gender: Male Female

For company HR use only: Name: _____

AV (Asian or Pac. Islander –Visual assessment) **BV (African American – Visual assessment)** **HV (Hispanic – Visual assessment)** **IV (Native Amer. or Alaskan Native – Visual assessment)** **WV (Caucasian– Visual assessment)**

APPLICATION FOR EMPLOYMENT

- PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE
- APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

Date _____

Name

Last	First	Middle	Maiden
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Present address

Number	Street	City	State	Zip
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How long at this address _____

Telephone () _____ - _____

Emergency Contact: _____

Last	First	Phone
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If under 18, please list age _____

Are you a U.S. citizen or a legal permanent resident alien (green card)? ___ Yes ___ No

If you answered "No" to the question above, are you eligible to work in the U.S.? ___ Yes ___ No

VISA type _____

Position applied for (1) _____

Salary / Hourly pay expectations (2) _____

How many hours can you work weekly? _____

Can you work nights? _____

Can you work weekends? _____

How did you hear about Monsees _____

Employment desired

FULL-TIME ONLY ___ PART-TIME ONLY ___ FULL OR PART-TIME ___

When are you available for work? _____

Educational Background

NAME OF	AREA OF STUDY	DEGREE OBTAINED	Year	CLUBS ACTIVITIES AWARDS
High School				
College				
Business or Trade				
Professional				
Others				

Have you ever been convicted of a Crime? Yes No *(you have the option to fill out after interview)*

If yes, explain number of conviction(s), nature of crime(s) leading to conviction(s), how recently such crime(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation (a conviction for a crime will not automatically bar employment).

Do you have any matter pending before a court of any jurisdiction? Yes No. *(you have the option to fill out after interview)*

If yes, describe the type of matter, dates of occurrence and court appearances.

Do you have a driver's license? Yes No

What is your means of transportation to work?

Driver's license number _____ State of issue _____
 Operator Commercial (CDL) Chauffeur Expiration date _____

Have you had any accidents during the past three years? Yes No

How many? _____

Have you had any moving violations during the past three years? Yes No

How many? _____

Do you own a Personal Computer or laptop? Yes No

Do you have an e-mail address that we can contact you at? Yes No
 if yes, please provide _____

Rate your skills with the following software 1 to 5:

[1 poor/none to 5 expert]

Word _____ CAD/CAM _____
Excel _____ MRP _____ Which system? _____
Office _____ Basic shop tools (e.g. micrometers) _____
Access _____ Other tools _____

Military Service

Have you ever served in the Armed Forces, National Guard, or Reserves?

___ Yes ___ No

What type of training or education did you receive in the military?

Date Entered _____

Discharge Date _____

Work Experience: Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of employer #1 _____

Address _____

City _____ State _____

Telephone () _____ - _____

Name of last supervisor _____

Employment dates _____

Pay or salary: Start _____ Final _____

Your last job title _____

Reason for leaving (be specific) _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer #2 _____

Address _____

City _____ State _____

Telephone () ____ - _____

Name of last supervisor _____

Employment dates _____

Pay or salary: Start _____ Final _____

Your last job title _____

Reason for leaving (be specific) _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer #3 _____

Address _____

City _____ State _____

Telephone () ____ - _____

Name of last supervisor _____

Employment dates _____

Pay or salary: Start _____ Final _____

Your last job title _____

Reason for leaving (be specific) _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer #4 _____

Address _____

City _____ State _____

Telephone () ____ - _____

Name of last supervisor _____

Employment dates: _____

Pay or salary: Start _____ Final _____

Your last job title _____

Reason for leaving (be specific) _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Personal

What are your career goals now and in 5 years?

What are your personal goals at this time? Please include whatever interests or hobbies you are comfortable sharing with us.

What skills or qualifications would you bring to Monsees ?

Please list two references other than relatives or previous employers.

Reference # 1

Name _____

Position _____

Company _____

Address _____

Telephone () ____ - _____

Reference # 2

Name _____

Position _____

Company _____

Address _____

Telephone () ____ - _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.
