

**FOR OFFICE USE ONLY**

WORK LOCATION/DEPT.:

START DATE:

POSITION:

INTERVIEW DATE:

STARTING RATE:

TEST SCORES:

**APPLICATION FOR EMPLOYMENT**



**NOTICE**  
M. J. Electric is proud to be a Drug-Free Workplace. Tests for use of illegal drugs/alcohol may be required.



This employment application is for the use of M. J. Electric, LLC. We are an equal opportunity employer and offer equal opportunity to all individuals based on merit without regard to race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination based upon ancestry, marital status, parental status, sexual orientation or source of income. The Fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency including, but not limited to, information regarding credit data, personal character, general reputation and mode of living. *This list, however, is not exhaustive of the grounds upon which discrimination is prohibited.*

**PLEASE PRINT**

**Date of Application:** \_\_\_\_\_

**Personal**

**Name:** \_\_\_\_\_  
Last First Middle

**Address:** \_\_\_\_\_  
No. Street City State Zip

**Telephone Numbers:** \_\_\_\_\_  
Home Cell Other

**Driver's License Number:** \_\_\_\_\_ **Social Security No.:** \_\_\_\_\_

**Are you legally eligible for employment in the USA?** Yes \_\_\_\_\_ No \_\_\_\_\_  
*If hired, you are required to submit proof of your eligibility to work in the USA*

**Are you over the age of eighteen?** Yes \_\_\_\_\_ No \_\_\_\_\_  
*If no, hiring is subject to verification that you are of minimum legal age*

**Preferred Employment**

**Were you previously employed by MJE?** Yes \_\_\_\_\_ No \_\_\_\_\_ **If yes, when?** \_\_\_\_\_

**Position (s) applying for:** \_\_\_\_\_ **Desired Salary:** \_\_\_\_\_

**Are you willing to relocate?** Yes \_\_\_\_\_ No \_\_\_\_\_ **What date will you be available for work?** \_\_\_\_\_

**Are there any other job-related experiences, skills or qualifications that will be of special benefit in the job for which you are applying?** (Languages, machine operations, computer knowledge, endorsements or certifications, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**May we telephone you to follow up with this application?** Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, when is the best time to call?** \_\_\_\_\_ am / pm **Phone No.:** \_\_\_\_\_

**May we telephone you at work to follow up with this application?** Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, when is the best time to call?** \_\_\_\_\_ am / pm **Phone No.:** \_\_\_\_\_

**May we contact you via E-mail to follow up with this application?** Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, what is your email address:** \_\_\_\_\_



# List Current and Previous Education



## High School

School Name: \_\_\_\_\_ Location: \_\_\_\_\_  
Course of Study: \_\_\_\_\_ Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_  
Degree/Diploma: \_\_\_\_\_ Years Completed: \_\_\_\_\_

## College

School Name: \_\_\_\_\_ Location: \_\_\_\_\_  
Course of Study: \_\_\_\_\_ Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_  
Degree/Diploma: \_\_\_\_\_ Years Completed: \_\_\_\_\_

## Graduate School

School Name: \_\_\_\_\_ Location: \_\_\_\_\_  
Course of Study: \_\_\_\_\_ Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_  
Degree/Diploma: \_\_\_\_\_ Years Completed: \_\_\_\_\_

## Vocational Training/Other

School Name: \_\_\_\_\_ Location: \_\_\_\_\_  
Course of Study: \_\_\_\_\_ Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_  
Degree/Diploma: \_\_\_\_\_ Years Completed: \_\_\_\_\_

## Military Service Record

Have you had any experience in the Armed Forces of the United States or in a State National Guard? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, what Branch? \_\_\_\_\_ Rank at Discharge: \_\_\_\_\_ Date of Discharge: \_\_\_\_\_  
Special military or technical training not outlined above: \_\_\_\_\_



I certify that all the information submitted by me on this application is true and complete. I understand that if any false or misleading information, omissions, or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time. In making this application for employment, I authorize you to contact any former or present employer, as noted on previous page, about my employment record and authorize such employers to supply you, upon request at any time, with any information they have regarding my character, ability, job performance, safety record and reasons for leaving such employment, as noted on previous page. I authorize any school to disclose to you upon request any information they may have as to my record, performance, and attendance. I will hold such employers, schools, and individuals harmless for such disclosures.

In consideration of my employment, I agree to conform to M. J. Electric's rules and regulations, and I understand that these rules and/or employment policies do not form a contract of employment either expressed or implied, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the company. I understand that no company representative, other than its President, and then only when in writing and signed by the President, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

**I understand that my employment may be contingent upon the successful completion of a pre-employment controlled substance test, and/or background screen, if necessary.**

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANT - DO NOT WRITE ON THIS PAGE**

**FOR INTERVIEWER'S USE**

INTERVIEWER NAME	DATE	COMMENTS

**FOR TEST ADMINISTRATOR'S USE**

TESTS ADMINISTERED	DATE	SCORE	COMMENTS AND INTERPRETATION

**REFERENCE CHECK**

REFERENCE NAME	COMMENTS BY REFERENCES



*Submit to:*  
**Human Resources Department  
M. J. Electric, LLC  
P.O. Box 686  
200 West Frank Pipp Drive  
Iron Mountain, MI 49801**