EMPLOYMENT APPLICATION

Meckley Services, Inc. is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, nation origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

PERSONAL

Last Name	First	Initial	Email:
Other Name(s) Used			Home Telephone # ( )
Address			Alternate # ( )
Position Applied For	Referred By		Salary Desired

Have you ever interviewed with Meckley Services or its affiliates before?	If yes, list date(s), job title(s) & location(s)
Have you ever been employed by Meckley Services or its affiliates before?	If yes, list date(s), job title(s) & location(s)
Do you have any relatives employed by Meckley Services or its affiliates?	If yes, list date(s), job title(s) & location(s)
Are you at least 18 years old? ☐ Yes ☐ No	If under 18, do you have a work permit?
If hired, will you be available to work overtime? ☐ Yes ☐ No	Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation? ☐ Yes ☐ No

Have you ever been convicted of a crime, which has not been annulled, expunged or seals by court?
(A "yes" response does not automatically disqualify your application.) ☐ Yes ☐ No

EDUCATION

Circle Highest Grade Completed:

High School	9	10	11	12
College, Trade or Business	1	2	3	4
Graduate Studies				

School	Address	Major Studies	Degree, Diploma, License or Certificate
High School			
College/University			
Vocational, Business, Other			

List Any Professional Designations

Other Special Knowledge, Skills or Qualifications

For Trade Applicants Only: Can you Lift and Carry 50lbs up to 20ft? Yes ☐ No
Must be able to set up and use 16' extension ladder ☐ Yes ☐ No
Do you have knowledge on how to accurately use a tape measure? ☐ Yes ☐ No

For Clerical Applicants Only: Can you type? ☐ Yes ☐ No If yes, WPM:

Computer Skills (Hardware/Software):

Business References	Include current or previous employers hiring manager and 2 co-workers	Address	Phone Number	May we contact? Yes or No
1.				

2.				
3.				

EMPLOYMENT HISTORY

*List all employments for the past 5 years, starting with the most recent position. All information **must** be completed. You may attach a resume, but not in place of completing the required information.*

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

If you need additional space, please continue on a separate sheet of paper.

GENERAL

Other Qualifications: *Summarize special job-related skills and qualifications acquired from employment or other experiences.*

_____

_____

CERTIFICATION & AUTHORIZATION

The above information is true and correct. I understand that, in the event of my employment by Meckley Services, Inc., I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery. _____ Initials

I authorize Meckley Services, Inc. to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to Meckley Services, Inc. and will hold Meckley Services, Inc. and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorize Meckley Services, Inc. to obtain any background and consumer check. _____ Initials

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with Meckley Services, Inc. is intended to create an employment contract between myself and Meckley Services, Inc. under which my employment could be terminated only for cause. On the contrary I understand and agree that, if hired, my employment will be terminable at will and may be terminated by me, or Meckley Services, Inc. at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing. _____ Initials

If employed, I will be required to provide my driving record, original documents, which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9 and W-4. _____ Initials

I hereby acknowledge that I have read and agree to the above statements.

_____ _____

Signature Date

FOR PERSONNEL DEPARTMENT USE ONLY: Employed: ☐ Yes ☐ No Date of Employment:_____

Job Title: _____ Hourly Rate/Salary: _____

Interviewed by: _____

Name and Title Date

NOTES: