

We are an Equal Opportunity Employer. It is our policy to abide by all Federal, State and Local Laws concerning discrimination in employment. No question in this application is intended to elicit information in violation of any such law nor will any information obtained in response to any question be used in violation of any such law.

APPLICATION FOR EMPLOYMENT

MENK-USA, LLC

Last Name	First Name	Middle	Date
Permanent Address			
City	State	Zip	
Social Security Number	Home Telephone Number	Contact Telephone Number	
Position Applying For	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/>	Shifts Available to Work <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd	
Current Employer	May we contact your current employer?	Date you can Start:	
Wage Expected:	Were you referred by a Menk-USA, LLC employee? Please tell us who:		

Relatives or Friends employed by Menk?

Name: _____ Relationship: _____

Have you ever been employed by Menk? If yes, when: _____
 Yes No

Have you ever interviewed by Menk? Yes No
 If yes, when: _____

Are you 18 years of age or older? Yes No

Can you verify your legal right to work in the U.S. by providing birth records, driver license or other documentation?
 Yes No

Did you serve in the U.S. Armed Services? Yes No What Branch? _____

EDUCATIONAL EXPERIENCE

EDUCATION	NAME & LOCATION OF SCHOOL	CIRCLE LAST YEAR COMPLETED	DID YOU GRADUATE	COURSE OF STUDY	DIPLOMA OR DEGREE
HIGH SCHOOL		1 2 3 4			
COLLEGE		1 2 3 4			
TRADE OR BUSINESS SCHOOL		1 2 3 4			
OTHER					

LIST ANY ADDITIONAL RELEVANT SKILLS OR QUALIFICATIONS

WORK EXPERIENCE- LIST EMPLOYERS, MOST RECENT ONE FIRST

Dates of Employment	Employer Name & Address	Phone Number	Supervisor	Last Position	Reason for Leaving
From: To:					
From: To:					
From: To:					
From: To:					

PROFESIONAL REFERENCES –List three references not related to you, with knowledge of your work performance Please list PROFESSIONAL REFERENCES ONLY.

Name & Relationship	Title	Company Name & Address	Telephone	Years Known
Name: Relationship:				
Name: Relationship:				
Name: Relationship:				

APPLICANT’S CERTIFICATION- PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION

I hereby affirm that the information provided on this application is true and complete. I understand that any false or misleading representations or omissions made on the application or during the hiring process may disqualify me from further consideration for employment and may result in discharge even if discovered at a later date.

I understand that I am required to successfully pass drug screening prior to employment and random drug tests may be required throughout employment.

I hereby authorize persons, schools, my current employer (if applicable) and previous employers and organizations to provide this facility with any requested information regarding my application or suitability for employment, and I completely release all such persons or entities from all liability related to this information.

I understand that my employment is at-will which means the employment relationship may be terminated at any time and for any reason with or without notice.

Signature _____ Date: ____ / ____ / ____

Skills - Check applicable boxes

Name _____

<u>Plant Maintenance</u>	<u>General Labor</u>	<u>Clerical</u>	<u>Bookkeeping</u>
Carpentry	Auto Repair	Coding	Accts Payable
Electrical	Cashier	Collating	Accts Receivable
HVAC	Janitorial	Figures	Bank Reconciliation
Machine Maint.	Landscaping	Filing	Collections
Painting	Material Handling	Inventory	Credit
Plumbing	Packing/Shipping	Mailroom	General Ledger
Other:	Retail	Microfilm	Payroll
	Security	Proofreading	Billing
	Warehouse	Telephone	Ten Key
	Overhead Crane	Switchboard	Other:

<u>Machine Operator</u>	<u>Skill/Trade</u>	<u>Miscellaneous</u>	<u>Administrative/Office</u>
CNC	Arc Welding	Bank Teller	Engineering
Drilling	Mig Welding	Cashier	Executive
Extrusion	Tig Welding	Customer Service	Legal
Foot press	Blueprint Reading	Insurance	Medical
Grinding	Cutter/Grinder	Human Resources	Word Processing
Injection Molding	Mold maker	Sales	Data Entry
Lathe	Sheetmetal	Management	Calculator
Milling	Tool/Die Maker	Supervisory	Copier
Plating	Other:	Marketing	Fax Machine
Polishing		Other:	Switchboard
Punch Press			
Wood Cutting			
Die Casting			

<u>Technical Licenses</u>	<u>Quality Control</u>	<u>Software</u>	<u>Languages</u>
Mechanical	Chemical Inspection	Windows	Spanish
Electrical	Electrical Inspection	Word	German
Chemical	First Piece	Excel	French
Pesticide	Layout Inspection	Access	Japanese
Other:	Metallurgical	PowerPoint	<u>Additional</u>
	NDT	QuickBooks	
	Parts Inspection	Global Shop	
	Paint Inspection	Other:	
	Testing Mech.		
<u>Driver</u>	Other:		
Forklift			
Forklift License			
Heavy Equipment			