

MSITM

MSI-Forks

Application for Employment

Application for Employment



Please answer all questions. Resumes are not a substitute for a completed application.

MSI-Forks is an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed servicemember status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

Name: _____ Phone Number: () _____

E-mail: _____

Position you are applying for: _____

Address: _____

Desired Salary/Hourly Rate: _____

Type of employment desired: Full-time Part-time Specify Hours: _____

Are you willing to work overtime? Yes No

Date on which you can start working if hired: _____

Have you previously applied for employment with MSI-Forks? Yes No

If yes, when and for what position did you apply? _____

Have you ever been employed by MSI-Forks? Yes No

If yes, provide dates of employment, location and reason for separation. _____

If applicable, list below any other names by which you have been known which may be necessary to allow us to confirm your work and educational record.

Education

	School Name and Address	Course of Study	Number of Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Tech School, etc.)				

Honors Received: _____

Describe any specialized training, apprenticeship, skills and extra-curricular activities. _____

Employment Experience



Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. *Do not answer "see resume."*

1.

Employer:	Dates Employed		Work Performed
	From	To	
Address:			
Phone Number:	Hourly Rate/Salary		
	Starting	Final	
Job Title:			
Supervisor:	Reason for Leaving:		

2.

Employer:	Dates Employed		Work Performed
	From	To	
Address:			
Phone Number:	Hourly Rate/Salary		
	Starting	Final	
Job Title:			
Supervisor:	Reason for Leaving:		

Employment Experience



3. Employer:	Dates Employed		Work Performed
	From	To	
Address:			
Phone Number:	Hourly Rate/Salary		
	Starting	Final	
Job Title:			
Supervisor:	Reason for Leaving:		

4. Employer:	Dates Employed		Work Performed
	From	To	
Address:			
Phone Number:	Hourly Rate/Salary		
	Starting	Final	
Job Title:			
Supervisor:	Reason for Leaving:		

Have you ever been terminated or asked to resign from any job? Yes No

Has your employment ever been terminated by mutual agreement? Yes No

Have you ever been given the choice to resign rather than be terminated? Yes No

If you answered Yes to any of the above three questions, please explain the circumstances of each occasion.

References



Please list names of work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related references.

1. _____
Name Phone Number

_____ Company Work Relationship

2. _____
Name Phone Number

_____ Company Work Relationship

3. _____
Name Phone Number

_____ Company Work Relationship

MILITARY (Complete only if you served in the military.)

Branch of Service: _____ Number of Years/Months of Service: _____

Rank at Discharge: _____ Date of Discharge: _____

Describe any military skills, training or experience you believe are relevant to the job you are applying for:

Criminal History



All Applicants must not include convictions that were sealed, eradicated, erased, annulled or expunged, or convictions that resulted in referral to a diversion program when responding to these two questions.

Question One:

1. Have you ever plead no contest, nolo contendere, or guilty to a misdemeanor crime, or been convicted of a misdemeanor crime?	Yes	No
---	-----	----

Question Two:

2. Have you ever plead no contest, nolo contendere, or guilty to a felony crime, or been convicted of a felon crime?	Yes	No
--	-----	----

Note: Answering "yes" to either question one or question two above does not constitute an automatic bar to employment. MSI-Forks will consider the nature of the crime, its seriousness, the substantial relation to the position's functions and qualifications, the number of occurrences, the applicant's age at the time of the crime, the time elapsed since the crime, the applicant's entire work and educational history, employment references and recommendations, and the business necessity of any exclusion when required by state, local, or federal law.

If you answered yes to either of the two preceding questions, please give dates and details for each incident:

Have you ever initiated an act of violence in the workplace? Yes No

If Yes, please provide the date(s) and explain so that individual circumstances can be considered.* _____

**You will not necessarily be disqualified if your answer is "yes"*

Applicant Certification



I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that MSI-Forks may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable law. If MSI-Forks has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant to the MSI-Forks' policy and applicable law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the Company's policies and applicable federal, state, and local law.

If employed by MSI-Forks, I understand and agree that MSI-Forks, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign confidentiality, restrictive covenant, and/or conflict of interest statement, as well as an agreement to arbitrate.

If hired, I agree to conform to the rules and regulations of MSI-Forks, and I understand that MSI-Forks has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment "at-will".

If hired, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by MSI-Forks.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with MSI-Forks is of an "at-will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause.

I certified that all the information that I have provided on this application is true, accurate, and complete. In the event of employment, I understand that false or misleading information given in my application or interview (s) may result in discharge.

Signature of Applicant

Date

Contact us at:

803-980-6800

hr@msiforksinc.com

For more information:

www.msiforksinc.com