



MARC GLASSMAN INC.

# EMPLOYMENT APPLICATION



We appreciate your interest in MGI. We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration from employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs are available to all persons. Those applicants who require reasonable accommodation to apply and/or be interviewed should notify a representative of MGI.

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Street Address \_\_\_\_\_ Apt. No. \_\_\_\_\_

City \_\_\_\_\_ Are you 18 years old or older?  Yes  No, if no list age \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Note: if a minor, complete attached consent form.

Telephone \_\_\_\_\_ Do you have transportation to work?  Yes  No

Have you ever worked for MGI before?  Yes  No

If yes, dates and location \_\_\_\_\_

Reason for leaving MGI \_\_\_\_\_

Availability: \_\_\_\_\_

| From: | M | T | W | TH | F | SA | SU |
|-------|---|---|---|----|---|----|----|
| To:   |   |   |   |    |   |    |    |

Position Applying For \_\_\_\_\_ Are you legally able to be employed in the U.S.?  Yes  No Date available to start \_\_\_\_\_

List any friends or relatives working for us: Name \_\_\_\_\_ Relationship \_\_\_\_\_ Work Location \_\_\_\_\_ Position \_\_\_\_\_

Education (list current or most recent school first)

| Type of School | Name of School | Number of Years Completed | Graduate Yes | Graduate No | Type of degree, diploma, certificate received and major | Grade Average |
|----------------|----------------|---------------------------|--------------|-------------|---|---------------|
| High School    |                |                           |              |             |   |               |
| College        |                |                           |              |             |   |               |
| Other          |                |                           |              |             |   |               |

Work Experience. Please list your work experience beginning with your most recent job held. If you are self-employed, give the firm name.

Company \_\_\_\_\_ Address \_\_\_\_\_

Position / Title \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor \_\_\_\_\_ Dates Worked From: \_\_\_\_\_ To: \_\_\_\_\_

Last Salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Company \_\_\_\_\_ Address \_\_\_\_\_

Position / Title \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor \_\_\_\_\_ Dates Worked From: \_\_\_\_\_ To: \_\_\_\_\_

Last Salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Company \_\_\_\_\_ Address \_\_\_\_\_

Position / Title \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor \_\_\_\_\_ Dates Worked From: \_\_\_\_\_ To: \_\_\_\_\_

Last Salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

References - Please list two references other than relatives or previous employers

Name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Company \_\_\_\_\_  
Length of time known \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_

Name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Company \_\_\_\_\_  
Length of time known \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_

Have you ever worked for a retail store / supermarket?  Yes  No If so, explain \_\_\_\_\_

May we contact your present employer?  Yes  No If no, please explain why we cannot contact \_\_\_\_\_

May we contact your previous employer?  Yes  No If no, please explain why we cannot contact \_\_\_\_\_

Please explain any gaps in employment. \_\_\_\_\_

The Company prohibits the illegal use of drugs or any alcohol before coming to work, during working hours, or breaks or at any time on company premises or at company functions. Will you comply with this policy if you are hired?  Yes  No If no, explain \_\_\_\_\_

During the past 7 years, have you ever been convicted of, pled no contest to or pled guilty to a felony or crime of dishonesty?  Yes  No \* A conviction record will not necessarily be a bar to employment. Factors such as age and time of offense, seriousness and nature of violations, and rehabilitation will be taken into account. Further, any applicant for employment with a sealed or expunged record may answer "no" to this inquiry.

**\*YOUR APPLICATION WILL BE CONSIDERED ACTIVE FOR 30 DAYS AFTER THAT YOU MUST RE-APPLY.**

**APPLICANT'S STATEMENT**

I certify that answers made on this Employment Application are true and complete. I understand and agree that any misrepresentation, falsification or omission on my application or related papers or made during any oral interviews may result in refusal of employment or shall be grounds for immediate dismissal.

MGI may make an investigation of my history to develop and contact references, and may verify all data given in my application for employment, related papers or oral interviews. I permit MGI to conduct such an investigation and release from liability MGI and/or any person or company providing or refusing to provide such information and any company and individual conducting or assisting in such an investigation.

I understand and agree that if I am hired, my employment is at will, is for no definite period, and may be terminated at any time without prior notice and for any reason not contrary to law. I further understand that this application does not constitute an agreement or contract of or for employment. I acknowledge that if I am hired, I will be required within three days to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form. Failure to submit such proof will result in immediate termination of employment.

I understand that if MGI extends an offer of employment, I may be required to successfully pass a drug and alcohol screening and a criminal background check.

I further understand that, if I am employed by MGI, I may be subject to job related medical examinations.

I represent and agree that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_