

# MKN & ASSOCIATES EMPLOYMENT APPLICATION FORM

We are an Equal Opportunity employer. This application is valid for 60 days.

**Instructions (Please Read):** Please read carefully, write clearly, and answer all questions completely. Only candidates that fully complete all sections of this application will be considered for employment, although responding to any questions marked as being *voluntary* is optional. Not all applicants will be interviewed; only those interviewed will receive a response back. If you require any accommodation(s) during your employment interview, please request such in advance of the interview.

## APPLICANT INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE NAME

Address: \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP CODE

How long have you lived at the above address: \_\_\_\_\_

Primary Personal Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

For what position are you applying: \_\_\_\_\_ Date available: \_\_\_\_\_

Work Hours Desired: \_\_\_\_\_ Check all that apply:  Full Time  Part Time  Temp

Can you work any day of the week, if required:  Yes  No. If no, indicate which days **not** available: \_\_\_\_\_

Will you work overtime, if requested:  Yes  No. Pay Expected: \_\_\_\_\_ per (check one)  Hour  Month  
*Total hours and schedule are at the discretion of management.*

## EMPLOYMENT HISTORY

**Instructions (Please Read):** List most recent employer first. Account for all occupied and unoccupied time during the past ten years. Attach extra pages if necessary. It is unacceptable to put only "see resume" in any section.

**If currently employed, state why you are seeking other employment under "Reason for leaving".**

May we contact your present employer:  Yes  No

**01** Employer Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Start month/year: \_\_\_\_\_  
Most Recent Supervisor: \_\_\_\_\_ End month/year: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Major Responsibilities: \_\_\_\_\_

**02** Employer Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Start month/year: \_\_\_\_\_  
Most Recent Supervisor: \_\_\_\_\_ End month/year: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Major Responsibilities: \_\_\_\_\_





**03** Employer Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Start month/year: \_\_\_\_\_  
Most Recent Supervisor: \_\_\_\_\_ End month/year: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Major Responsibilities: \_\_\_\_\_

**04** Employer Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Start month/year: \_\_\_\_\_  
Most Recent Supervisor: \_\_\_\_\_ End month/year: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Major Responsibilities: \_\_\_\_\_

## EDUCATION

### HIGH SCHOOL

Most recent High School: \_\_\_\_\_  
Location (City & State): \_\_\_\_\_  
Completion Status (check one):  Graduated  GED  Did not graduate; grade completed: \_\_\_\_\_

### UNDERGRAD. COLLEGE (INC. JR. COLLEGE)

Most recent school: \_\_\_\_\_  
Location (City & State): \_\_\_\_\_  
Completion Status (check one):  Graduated  Did not graduate, but years completed: \_\_\_\_\_  
Major Subject(s): \_\_\_\_\_

### POSTGRADUATE COLLEGE

Most recent school: \_\_\_\_\_  
Location (City & State): \_\_\_\_\_  
Completion Status (check one):  Graduated  Did not graduate, but years completed: \_\_\_\_\_  
Major Subject(s): \_\_\_\_\_

### TECHNICAL OR VOCATIONAL SCHOOL

Most recent school: \_\_\_\_\_  
Location (City & State): \_\_\_\_\_  
Completion Status (check one):  Graduated  Did not graduate, but years completed: \_\_\_\_\_  
Major Subject(s): \_\_\_\_\_





Are you currently enrolled in school:  Yes  No. What school: \_\_\_\_\_

List main subjects you are currently studying: \_\_\_\_\_

If you are not currently enrolled, do you plan on enrolling:  Yes  No. If Yes, complete next line:

What subjects do you plan on studying and where: \_\_\_\_\_

Do you possess a professional or trade license or certificate:  Yes  No. If Yes, identify below:

Type: \_\_\_\_\_ Issued by: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Type: \_\_\_\_\_ Issued by: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Type: \_\_\_\_\_ Issued by: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Please list any specific work skills that you may possess that have not been listed above, including languages, and proficiency with specific computers and software: \_\_\_\_\_

\_\_\_\_\_

## MILITARY

*Answering the next two questions is strictly voluntary*

1. Are you a veteran:  Yes  No. 2. What skills acquired during the military service may be of interest or value to us:

\_\_\_\_\_

## PERSONAL

If hired, can you submit proof of identity and legal right to work in the United States:  Yes  No

Are you under 18 years of age:  Yes  No

If "Yes", can you provide a work permit or other proof of your right to work:  Yes  No

Do you have a valid Driver License:  Yes  No

If Yes, from what state: \_\_\_\_\_

Have you ever lost or been denied a security clearance:  Yes  No

If Yes, explain: \_\_\_\_\_

List names of any relatives or acquaintances employed by our company: \_\_\_\_\_

List any professional organizations to which you belong that relate to the position for which you are applying:

\_\_\_\_\_

List two references (not a relative or former employer) whom you have know for at least five years:

\_\_\_\_\_

\_\_\_\_\_





## AGREEMENT

**Instructions (Please Read):** By initialing each paragraph, I am indicating that I have fully read and understood the paragraph. By signing below, I am agreeing to all of the following:

**01** \_\_\_\_\_ I attest under penalty of perjury that I am applying for employment in good faith with the intention of accepting a position, if offered. I also affirm that the information contained in this application is true, complete, and accurate.

**02** \_\_\_\_\_ I authorize investigation of all statements contained in this application form if I am considered for employment. I also authorize previous employers, personal references named, or any other person to whom the company may refer, to give any and all information regarding my employment or scholastic standing together with any other information, personal or otherwise, that may or may not be on their records. I further consent to the review of all publicly-posted material on social media sites and agree that such material may be considered in deciding whether to offer employment. I understand that I am not required to provide any passwords to facilitate any review of social media.

**03** \_\_\_\_\_ I understand that misrepresentation or omission of any facts called for herein, receipt of unsatisfactory references, or failure to pass a prescribed medical examination if required for the position, will be sufficient cause for disqualification from employment or for my dismissal from the company's service if I have been employed.

**04** \_\_\_\_\_ I understand that offers of employment may be contingent on a satisfactory background check, including a review of my criminal history. No applicant will be denied employment solely on the grounds that they have been charged, committed, or been convicted (or pleaded guilty or no contest) of a criminal offense. The nature of the offense, the dates of the offense, the surrounding circumstances, and the relevance of the offense to the position(s) applied for will be considered.

**05** \_\_\_\_\_ I understand and agree that nothing contained in this application, or conveyed during any interview which may be granted, or during my employment if hired, is intended to create an employment contract between me and the company. In addition, **I understand and agree that if hired, my employment will be "at-will," for no definite or determinable period of time, and may be terminated at any time, for any reason or for no reason at all, with or without prior notice, at the option of the company or me.** I understand and agree that no promises or representation contrary to this "at-will" condition are binding on the company, and that I have not relied, and will not rely, on any oral or written statements to the extent that such might even suggest that my status is anything other than "at-will." I further understand and agree that my "at-will" status cannot be changed except by a written document specifically addressing my "at-will" status, and signed by a specifically authorized officer of the company. I agree that it is my responsibility to confirm the authorization of any person signing such a document, since I understand the company's intent is not to enter into any employment arrangements other than "at-will."

**06** \_\_\_\_\_ I understand and agree that this is the entire agreement between me and the company regarding the term of my employment and replaces any other oral or written agreement or understanding. I further agree that all of this agreement is a part of any employment relationship I may have with the company and is hereby merged and integrated into any agreement or understanding regarding my employment.

**Applicant's Signature\*:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*You may use Adobe Acrobat's Fill and Sign Tool to electronically sign your application.*

