

**APPLICANT INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Date: \_\_\_\_\_  
Street Address: \_\_\_\_\_ APT/UNIT #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ SS#: \_\_\_\_\_  
Date Available: \_\_\_\_\_ Desired Hourly Wage: \_\_\_\_\_ Position Applying For: \_\_\_\_\_  
Have you ever worked for this company?:  Yes  No If yes, when?: \_\_\_\_\_  
Have you ever been convicted of a felony?:  Yes  No If yes, explain: \_\_\_\_\_

**EDUCATION**

**High School:** \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Graduate:  Yes  No Degree: \_\_\_\_\_  
**College:** \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Graduate:  Yes  No Degree: \_\_\_\_\_  
**Other:** \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Graduate:  Yes  No Degree: \_\_\_\_\_

**REFERENCES**

**PLEASE LIST 3 PROFESSIONAL REFERENCES**

Full Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
Full Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
Full Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Phone: \_\_\_\_\_ Address: \_\_\_\_\_

**NAMES OF FRIENDS AND RELATIVES CURRENTLY WORKING FOR METEOR CRATER**

## PREVIOUS EMPLOYMENT

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_

May we contact previous supervisor for a reference?:  Yes  No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_

May we contact previous supervisor for a reference?:  Yes  No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_

May we contact previous supervisor for a reference?:  Yes  No

## MILITARY SERVICE

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain:

### Equal Opportunity Statement

Employment decisions will be based on the principles of equal opportunity. All personal actions (recruiting, hiring, training, promotion, compensation, etc.) are administered without regard to any characteristic protected by state, federal or local law, assuming said characteristics does not interfere with the performance of essential job functions. Reasonable accommodations will be made for disabilities and religious beliefs. Please inform us of any necessary accommodations to the application process.

**How did you learn about Meteor Crater Enterprises, Inc.?**

- Advertisement, Specify: \_\_\_\_\_  Employment Agency, Specify: \_\_\_\_\_  
 Employee Referral, Who?: \_\_\_\_\_  Other, Specify: \_\_\_\_\_

Are you currently employed?:  Yes  No On what date are you available for work: \_\_\_\_\_

Are you available to work?:  Full-time  Part-time  All shifts  Temporary

Are you legally permitted to work in the United States?:  Yes  No (Note: Prof of eligibility will be required within 3 working days of employment.)

Are you 18 years of age or older?:  Yes  No

Are you willing to take drug tests at the company's request?:  Yes  No

Do you have or can obtain a current valid driver's license?:  Yes  No

Can you perform all necessary job functions with or without reasonable accommodations?  Yes  No

If no, explain: \_\_\_\_\_

**PROFESSIONAL PROFILE**

Please answer all questions in this section. You may exclude information which would reveal sex, race, religion, national origin, age color, disability, sexual orientation or other protected status.

What are your main areas of professional interest?: \_\_\_\_\_

Why do you want to leave your current employer (if any)?: \_\_\_\_\_

Why do you want to work for Meteor Crater Enterprises, Inc.?: \_\_\_\_\_

In what work setting or environment do you prefer to work?: \_\_\_\_\_

**Applicant's Statement**

I certify that the information in this application is true, to the best of my knowledge. I understand that providing false information at any time during the application and interview process may lead to refusal to hire or discharge from the Company. If I become employed by the Company to speak with my acquaintances, personal and professional, to gather information about me.

I authorize all former employees and references to provide any information about me to the Company, and release them of liabilities and damages of all kinds for providing this information. I authorize the Company to verify the accuracy of the information within this application. I also authorize the release of my educational transcripts to the Company for education verification purposes. I release Meteor Crater Enterprises, Inc., from liability for collecting information about me and using it to make employment decisions. If I become employed by the Company, I understand that the employment relationship will be "at will," and that the "at will," status may not change at any time unless specifically approved, in writing, by the CEO of the Company. I agree that if I become indebted to the Company I will be responsible for repaying the total owed upon termination from the Company. If I do not repay the sum prior to my final paycheck being received, the money owed will be deducted from my pay.

This application for employment is valid for the next 90 days. I understand that if I wish to be considered for employment after the period of time, I must apply again.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_