

Job Application

It is our policy to recruit and hire without regards to race, color, religion, sex, national origin, age, sexual orientation, handicap, or status as a disabled veteran.

Date: _____

Position Applied For: _____

Personal Information

Full Name: _____ Social Security No.: _____

Current Address: _____ City: _____

State: _____ Zip: _____ Phone: _____ Email: _____

General Information

Only U.S. citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment provide genuine documentation establishing your identity and eligibility to be legally employed in the United States? YES NO

Have you ever been convicted of a crime or violation other than a minor traffic infraction?
YES NO

A conviction record will not necessarily be a bar to employment. Factors such as job relations, age and time of the offense, seriousness and nature of violation and rehabilitation will be taken into account.

If you answered YES, please explain:

Employment History—Must be completed even if resume is provided

Begin with your most recent employment

Employer 1

Company: _____ Address: _____

City/State/Zip: _____ Phone Number: _____

Type of Business: _____ May We Contact Them? YES NO

From (mo/yr): _____ To (mo/yr): _____ Starting Salary: _____ Ending Salary: _____

Job Title: _____ Name & Title of Immediate Supervisor: _____

Reason for Leaving: _____

Describe Your Job Duties:

Employer 2

Company: _____ Address: _____

City/State/Zip: _____ Phone Number: _____

Type of Business: _____ May We Contact Them? YES NO

From (mo/yr): _____ To (mo/yr): _____ Starting Salary: _____ Ending Salary: _____

Job Title: _____ Name & Title of Immediate Supervisor: _____

Reason for Leaving: _____

Describe Your Job Duties:

Education

High School

Name & Address of School: _____

Major Subject: _____ Last Year Attended: 9 10 11 12

Graduated: YES NO

College

Name & Address of School: _____

Major Subject: _____ Last Year Attended: 1 2 3 4

Graduated: YES NO Degree: _____

Graduate School

Name & Address of School: _____

Major Subject: _____ Last Year Attended: 1 2 3 4

Graduated: YES NO Degree: _____

Business/Trade School/Other

Name & Address of School: _____

Major Subject: _____ Last Year Attended: 1 2 3 4

Graduated: YES NO Degree: _____

Additional Information

Please list any other experience, skills or other qualifications including hobbies, which you believe should be considered in evaluating your qualifications for employment. Please indicate any prior military service which you would like considered in connection with your application for employment:

Certifications

CDL—Class: _____

Forklift

Other—Explain : _____

Anything Additional:

I certify that all answers given by me are true, accurate and complete. I understand that falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

Name: _____ Date: _____

Download and email completed application to: mctd@mctdinc.com

MCTD Inc.
200 Winski Drive
Michigan City , IN 46360-4174

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Fax: (219) 874-7684