



# Application for Employment

Prospective employees will receive consideration without discrimination based on race, creed, color, sex, age, national origin, handicap, veteran status or any condition prescribed by state or local law.

**PLEASE WRITE CLEARLY**—Answer all questions; complete all areas of the application. If the requested information is not applicable, please write **“N/A”**. **Sign and date the application.** **Only properly completed applications will be considered.**

How did you learn of job openings with Mertz? \_\_\_\_\_  
(Employee, Newspaper, Radio, Walk-In, Indeed, Agency, Other)

Resume included? Yes No

If a Mertz employee, who referred you? \_\_\_\_\_

Shift preference? First Third Either

Date you will be available for work? \_\_\_\_\_

Last Name	First	Middle	Date
Street Address			Contact Number
City, State, Zip			(CIRCLE ONE) Mobile Landline
Email Address			May we text you? Y N May we call you? Y N May we leave a message? Y N
Position Desired			Pay Expected
Have you ever worked for Mertz as an employee or through an agency? If “Yes”, Month and Year Location: 1701 2400			Yes No
Have you previously applied for employment with Mertz? If “Yes”, Month and Year Location: 1701 2400			Yes No
Apart from absence for religious observance, are you available for full-time work? Yes No If not, what hours can you work?			Will you work overtime if asked? Yes No
Are you legally eligible for employment in the United States?			Yes No
Are you related, by law or by blood, to a current or former Mertz employee? If “Yes”, please provide the first and last name.			Yes No
Do you presently, or, have you in the past, reside(d) with a current or former Mertz employee? If “Yes”, please provide the first and last name.			Yes No
Have you ever been convicted, plead guilty or no contest to any crimes in the past ten years other than offenses that have been annulled, expunged, or sealed by a court? ** If “Yes”, describe in full.			Yes No

\*\* A yes answer to this question is not an automatic bar to employment.

## EDUCATION

School	Name and Location of School	Course of Study	No. of Years Completed	Did you graduate?	Degree or Diploma
Graduate				Yes No	
College				Yes No	
Business/Trade Technical				Yes No	
High School				Yes No	
Elementary				Yes No	

**Have you submitted a resume through Indeed?**

**Yes**

**No**

## EMPLOYMENT HISTORY (cont'd next page)

Company Name	Telephone
Address	Employed (Mo , Yr) From To
State Job Title and Describe Your Work	Weekly Pay Start Last
Reason for Leaving	Name of Supervisor
Have you been bonded by this employer?	Yes No

Company Name	Telephone
Address	Employed (Mo , Yr) From To
State Job Title and Describe Your Work	Weekly Pay Start Last
Reason for Leaving	Name of Supervisor
Have you been bonded by this employer?	Yes No

**EMPLOYMENT HISTORY** (cont'd)

Company Name	Telephone
Address	Employed (Mo , Yr) From                      To
State Job Title and Describe Your Work	Weekly Pay Start                      Last
Reason for Leaving	Name of Supervisor
Have you been bonded by this employer?	Yes                      No

Company Name	Telephone
Address	Employed (Mo , Yr) From                      To
State Job Title and Describe Your Work	Weekly Pay Start                      Last
Reason for Leaving	Name of Supervisor
Have you been bonded by this employer?	Yes                      No

We may contact the employers listed unless you indicate those you do not want us to contact.

**DO NOT CONTACT** (Employer name; please state reason.)

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**SPECIAL TRAINING, SKILLS**

List any other special training or skills for consideration (languages, machine operation, tools, etc.)

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**MILITARY**

Did you, or do you, serve in the U. S. Armed Forces? Yes No If "Yes", which Branch? \_\_\_\_\_  
Describe any training received relevant to the position for which you are applying.

**Additional Information**

Please list membership in professional and civic organizations, special accomplishments, awards, etc. (Exclude those that may disclose your race, color, religion, age, or national origin.)

**APPLICANT'S SIGNATURE**

**Please read and understand this statement before signing your application.**

The information I have provided to Mertz Manufacturing, Inc., in this application for employment is true, correct, and complete. False, incomplete, or misrepresented information of any kind, will be sufficient cause for my application to be rejected or, if discovered after I am employed with Mertz Manufacturing, Inc., cause for immediate termination of my employment. I authorize Mertz Manufacturing, Inc., to contact and obtain information about me from any and all sources including, but not limited to, previous employers, educational institutions, and "references" I provided and any other party necessary to verify the accuracy of this information and any other information relevant to Mertz Manufacturing, Inc., employment process. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations, or organizations who provide information for this purpose.

This Mertz Manufacturing, Inc. application will expire in 30 days. After that date, unless otherwise notified, I understand that my status as an applicant will end. I may re-apply with Mertz Manufacturing, Inc. for employment in the future by completing a new application.

This Mertz Manufacturing, Inc. application is not an employment agreement. If I accept an offer of employment, I understand the employer may terminate my employment at anytime, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of Mertz Manufacturing, Inc. (employer), has the authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

\_\_\_\_\_ I fully understand and accept all terms and conditions in the above statement.

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Signature**