

M&M SUPPLY CO.

PO Box 548

Duncan, OK 73534

Employment Application

(Please type or print plainly)

Date: _____

Date Available: _____

Date of Birth: _____

Personal Data

(For Background Check Qualifier Only)

Name: _____ Social Security Number: _____
Last First Middle

Address: _____ Phone Number _____

_____ Daytime Number _____

_____ Drivers License # _____

Position Desired: _____ Salary Desired _____

Type or Employment Desired: _____ Full Time _____ Part Time _____ Temporary/Summer

ARE YOU:

_____ Yes _____ No over the age of 18?

_____ Yes _____ No a previous applicant?

_____ Yes _____ No a previous employee? Employment dates: _____

_____ Yes _____ No legally permitted to work in the United States?

_____ Yes _____ No properly licensed if the job applied for required driving?

Referred to us by: _____

Other than traffic violations, have you ever been convicted of a crime? _____ Yes _____ No

If yes, describe in detail: _____

Conviction of a crime will not necessarily prevent acceptance for employment.

If the job applied for requires driving, list any traffic citations received in the last 3-4 years (approximate date and offense): _____

Employment Record

Work Experience

Note: Start with most recent position, furnish dates and explanations for each period of unemployment of one month or more. A resume' providing this information may be attached as a supplement.

Present/Last employer: _____	Type of business: _____	
Address: _____	Phone Number: _____	
Start Date: _____	Leave Date: _____	Salary: _____
Job Title: _____	Supervisor and title: _____	
Reason for leaving: _____	May we contact? _____	
Description of job and duties: _____		

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Address: _____	Phone Number: _____	
Start Date: _____	Leave Date: _____	Salary: _____
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Professional Information (if applicable)

Professional Licensure: _____

State: _____

Is State Licensure Pending: _____ Yes _____ No

Education and Training

Type of School	Name and Location of School	Type of Degree Earned	Major and Minor Fields of Study
High or Trade School		Diploma? _____ Yes _____ No	
Business Or Tech. School			
Colleges			
Other Training (Explain)			

Academic Achievements and Activities

Note: Please list academic honors, scholarships, or fellowships; memberships in academic honorary societies; or participation in or offices held in extracurricular activities you consider significant. (Exclude those indicating race, color, religion, national origin.)

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Additional Qualifications

What knowledge, special technical or computer skills, and/or individual capabilities do you have which especially prepare you for the position for which you have applied?

Publications, Awards, etc.: _____

Applicant Statement

I have answered all questions to the best of my ability. If employed, I realize false information will be grounds for dismissal. I authorize any necessary inquiries as to my character, reputation, and ability and release those supplying any information from all liability. I understand that upon an offer of employment, I may be required to undergo a physical examination and/or drug test prior to employment. If a disability that cannot be reasonably accommodated is found, the employment offer may be withdrawn. Every reasonable effort will be made to find an accommodation that would enable me to perform the required tasks of the job I am seeking. A positive drug test result will result in the offer of employment being withdrawn without further consideration. If I am not hired as a result of a positive drug test result I feel is erroneous, I understand that retesting of the original sample only, may be available at my expense. If I so desire such retesting, I will discuss this with the personnel manager who will thoroughly explain the details of the retesting procedure to me.

Signature _____

All qualified applicants receive consideration for employment without regard to race, color, religion, gender, age national origin, disability, or veteran status.