

M&M SUPPLY CO.
PO BOX 548
DUNCAN, OK 73534

Employment Application

(Please type or print plainly)

Date: _____

Date Available: _____

Managers Approval for Hire: _____

Signature

Please Print Name

Store Location: _____

Personal Data

Name: _____
Last First Middle Initial

Address: _____

Phone Number: _____ Social Security Number _____

Employment Information

Position Desired: _____ Salary Desired: _____

Type of Employment Desired: Full Time Part Time Temporary/Summer

Referred To Us By: _____

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 requires driving?

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

If yes, please 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): _____

WE ARE AN AT-WILL, EQUAL OPPORTUNITY EMPLOYER

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:	_____		
Reason for Leaving:	_____	May We Contact?	_____		
Description of Job Duties:	_____				

Present/Last Employer:	_____	Type of Business:	_____		
Address:	_____	Phone Number:	_____		
Start Date:	_____	Leave Date:	_____	Salary:	_____
Job Title:	_____	Supervisor:	_____		
Reason for Leaving:	_____	May We Contact?	_____		
Description of Job Duties:	_____				

Present/Last Employer:	_____	Type of Business:	_____		
Address:	_____	Phone Number:	_____		
Start Date:	_____	Leave Date:	_____	Salary:	_____
Job Title:	_____	Supervisor:	_____		
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Description of Job Duties:	_____				

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Education

Type of School	Name and Address of School	Course of Study	Circle Last Year Completed	Did you Graduate?	List Diploma or Degree
High			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Specify)			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Professional Information (if applicable)

Professional License: _____
State: _____
Is State License Pending: ___ Yes ___ No

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 indication race, color, religion or national origin.)

Additional Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience (i.e. technical, computer or equipment)

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References

(1)	_____	_____
	Name	Phone #

	Address	
(2)	_____	_____
	Name	Phone #

	Address	
(3)	_____	_____
	Name	Phone #

	Address	

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 also release the Company from all liability that might result from making the investigation.

I agree, if I am offered and accept a position, to conform to all existing and future Company rules and regulations and I understand that the Company reserves the right to change wages, hours and working condition as deemed necessary. **I ALSO UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WILL BE AT-WILL, MEANING THAT EITHER PARTY CAN END THE EMPLOYMENT RELATIONSHIP AT ANYTIME AND FOR ANY OR NO REASON.**

I have read and reviewed the information provided in this application and the above statements. By signing this application for employment I certify that I understand all parts of it and have answered all questions completely and fully.

Signature

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open: Yes No

Position(s) Considered For: _____ Date _____

NOTES: _____

