

APPLICATION FOR EMPLOYMENT

DATE: _____ POSITION APPLIED FOR: _____

Referred by: _____ Date Available for Work: _____

INSTRUCTIONS: Please read carefully. Every item on this form must be answered to the best of your ability. Please print and use a pen. Your qualifications will be carefully reviewed and you will be given thorough consideration for any suitable vacancy. Upon employment, this application will become part of your permanent Mindel, Scott & Associates, Inc. record. Keep this in mind as you complete it. Special Note: You are not required to supply any information that is prohibited by Federal, State, or Local law. We are an Equal Opportunity Employer. Mindel, Scott & Associates, Inc. does not discriminate on the basis of race, color, religion, gender, national origin, pregnancy, marital status, citizenship, age, marital status, disability or any other legally protected class. You may request assistance in completing this application.

PERSONAL

Name _____ Telephone Number: () _____

Street _____ Box _____ City _____ ST _____ Zip _____

Cell/Digital Phone _____ E-Mail Address _____ @ _____

If younger than 18, state your age here _____ Are you legally entitled to work in the United States? ** yes no

**You will be required to comply with the US Immigration regulations to prove your identify and right to work in the United States.

If convicted of a crime(s), explain here: _____ No convictions

Answer these questions for all positions requiring the use of a vehicle:

Have you ever been convicted of a moving traffic violation? yes no If yes, list all here: _____

Have your driving privileges ever been revoked or suspended? yes no If yes, list here: _____

Do you currently hold a Commercial driving license? yes no If yes, what state? _____

EDUCATION

High School (Name and Address) _____

Did you graduate? _____ If no, last grade completed _____ G.E.D. Obtained? _____ Grade Average _____

College/University (Name and Location) _____

College/University (Name and Location) _____

Did you graduate? _____ If no, number of hours completed _____ Grade Point Average _____ Degree _____

Major _____ Minor _____ If attending, date of graduation _____

Other Education _____

Awards, Honors, Leadership Roles: _____

MILITARY not applicable

List service in U.S. Military: Branch _____ Number of years served: _____

Military experience that may be applicable to your employment here: _____

GENERAL EMPLOYMENT INFORMATION

1. List here equipment with which you have experience and training. (Examples: cash register, small tools, forklift, word processor, calculator, computers, etc.): _____

2. Are you willing to relocate? _____ If yes, state location preferred _____

3. Salary Expected _____ hour _____ or week _____ Number of hours you are available per week? _____ No preference

4. Type of Employment sought: regular full time regular part time temporary seasonal as needed

5. Which of the following are you available: **Days:** yes no **Nights:** yes no
Weekends: yes no **Holidays:** yes no **Shift Work:** yes no
6. Indicate hours you are available to work on the following days (or check *Anytime*, if you have no restrictions)
 Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____ Sunday _____
 _____ to _____ to _____ to _____ to _____ to _____ to _____ to _____
 Anytime Anytime Anytime Anytime Anytime Anytime Anytime
7. Are you able and willing to perform the essential functions of the job for which you are applying, including travel, if necessary? yes no don't know •If no, indicated reason: need different hours need different days need more training, Other, (explain accommodation needed:)

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EXPERIENCE: List below all present and past employment, beginning with your most recent employer

1. Employer _____ Starting Salary _____ per hour or week
 Address _____ Last Salary _____ per hour or week
 Kind of Business _____ Supervisor _____
 Job Title _____ Reason for Leaving: Quit Discharge Retired
 Dates Employed _____ to _____ Laid Off Why? _____
 For Job Reference, call _____ at _____
 Please do not contact this employer. Why not? _____
 ...
2. Employer _____ Starting Salary _____ per hour or week
 Address _____ Last Salary _____ per hour or week
 Kind of Business _____ Supervisor _____
 Job Title _____ Reason for Leaving: Quit Discharge Retired
 Dates Employed _____ to _____ Laid Off Why? _____
 For Job Reference, call _____ at _____
 Please do not contact this employer. Why not? _____
 ...
3. Employer _____ Starting Salary _____ per hour or week
 Address _____ Last Salary _____ per hour or week
 Kind of Business _____ Supervisor _____
 Job Title _____ Reason for Leaving: Quit Discharge Retired
 Dates Employed _____ to _____ Laid Off Why? _____
 For Job Reference, call _____ at _____
 Please do not contact this employer. Why not? _____
 ...
4. Employer _____ Starting Salary _____ per hour or week
 Address _____ Last Salary _____ per hour or week
 Kind of Business _____ Supervisor _____
 Job Title _____ Reason for Leaving: Quit Discharge Retired
 Dates Employed _____ to _____ Laid Off Why? _____
 For Job Reference, call _____ at _____
 Please do not contact this employer. Why not? _____
 ...
5. Employer _____ Starting Salary _____ per hour or week
 Address _____ Last Salary _____ per hour or week
 Kind of Business _____ Supervisor _____
 Job Title _____ Reason for Leaving: Quit Discharge Retired
 Dates Employed _____ to _____ Laid Off Why? _____
 For Job Reference, call _____ at _____
 Please do not contact this employer. Why not? _____
 ...

In the following space, please describe briefly why you are applying for this position:

In the following space, please describe your strengths and talents and how our company will benefit from your work here.

CONDITIONS OF EMPLOYMENT

- I. The facts as stated on this application are true and correct. I understand that, if employed, false statements on this application may cause my immediate dismissal.
- II. I authorize such background investigations and personal reports as deemed necessary to: (1) verify that the information I have supplied is true and accurate; (2) determine my fitness for this job, and; (3) hold harmless those who have the responsibility to develop such a report. A copy of this authorization is as valid as the original.
- III. I understand that overtime work is a condition of employment.
- IV. In consideration of my employment, I agree to conform to the rules and regulations for employees. I understand: (1) I am an employee at will, (2) This application is not a contract of employment with **MINDEL, SCOTT & ASSOCIATES, INC.**, (3) My employment and compensation can be terminated, with or without cause, at anytime, at the option of either **MINDEL, SCOTT & ASSOCIATES, INC.**, or me. I understand that no representative of **MINDEL, SCOTT & ASSOCIATES, INC.**, has any authority to enter into any verbal agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and that no document, policy or practice of **MINDEL, SCOTT & ASSOCIATES, INC.**, may change the foregoing unless it is expressly titled "Employment Agreement" and signed by both myself and an executive officer of **MINDEL, SCOTT & ASSOCIATES, INC.**
- V. I understand that I may be required to submit to a pre-employment, and post-employment test for fitness and/or substance abuse, if not prohibited by law.
- VI. Upon separation of employment, I authorize **MINDEL, SCOTT & ASSOCIATES, INC.**, to withhold from my final pay check any monies owed to them by me (if not prohibited by law) for equipment, loans, products, services, materials or other assets in my possession not returned.
- VII. If not prohibited by law, I accept that any employment issue, complaint or conflict that cannot be resolved internally may be referred to Alternative Dispute Resolution.

DATE _____ **SIGNATURE** _____

PERMISSIBLE PURPOSE RELEASE FOR CREDENTIALING

INSTRUCTIONS TO APPLICANT: Please read the following information carefully and complete all of the information requested. Be sure you sign and date this form.

In connection with my application for employment with **MINDEL, SCOTT & ASSOCIATES, INC.**, I understand that consumer reports or investigative consumer reports which may contain public record information may be requested or made on me including consumer credit, criminal records, driving record, education, prior employer verification, and others. These reports will include experience along with reasons for termination of past employment. Further, I understand that you will be requesting information from various Federal, State, local and other agencies which contain my past activities.

I hereby authorize without reservation, any party or agency contacted by this employer to furnish the above mentioned information and hold those supplying information harmless for the information furnished. I understand that I have the right to make a request of HR Enterprise, Inc, upon proper identification and the payment of any authorized fees, for the information in its files on me at the time of my request. I further authorize ongoing procurement of the above-mentioned reports at any time during my employment.

Print your name _____
Street Address _____ City _____ State _____ Zip Code _____
Drivers License State _____ Drivers License Number _____

For identification purposes only:

Social Security Number _____ Date of Birth _____
Former Name(s) Used _____ None Race _____ Gender _____
College or University _____ Year Graduated _____ Degree _____
Professional License State _____ Type _____ License Number _____
Signature _____ Date _____

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For Employer Use Only: Send Results to: Steve Scott, President

Name of Company: Mindel, Scott & Associates, Inc.

Email Address: sscott@mindelscott.com FAX: (502) 485-1606

Reports Requested: Pre-Employment (PEER) Motor Vehicle (MVR)
 Criminal – State of _____ Criminal – County of _____

Past Employment: **Attached copy of application form**

Education: High School College

FAX this Form to: HR Enterprise, Inc., 502-896-0033 – Attention: Nancye Combs or
Mail this Form to: HR Enterprise, Inc., P.O. Box 6507 – Louisville, KY 40206-0507
Questions: 502-896-0503