

MARK DUNNING INDUSTRIES, INC.
Application For Employment
An Equal Opportunity & Affirmative Action Employer

Date _____

EMPLOYEE NAME		SOCIAL SECURITY NUMBER	
STREET ADDRESS		APT. NO.	TELEPHONE NO. ()
CITY		STATE	ZIP
POSITION APPLYING FOR		DATE AVAILABLE	SALARY REQUESTED
DO YOU DESIRE <input type="checkbox"/> FULL TIME <input type="checkbox"/> ON CALL <input type="checkbox"/> NIGHT ONLY <input type="checkbox"/> PART TIME <input type="checkbox"/> DAY ONLY <input type="checkbox"/> SEASONAL		HAVE YOU EVER WORKED FOR MDI BEFORE? WHERE AND WHEN?	

Mark Dunning Industries, Inc. has an Affirmative Action Plan in effect for all employees and prospective employees. The following information is required in order for us to comply with the EEO regulations.

Are you a Vietnam Era Veteran? Yes No Are you a veteran? Yes No

Check Appropriate Box Below:

Caucasian African American Hispanic
 Asian/Pacific Islander American Indian
 Male Female

Special Questions
Do not answer any of the questions in this framed area unless the employer has checked a box preceding a question. Thereby indicating that the information is required for a bona fide occupational qualification, or dictated by national security laws, or is needed for other legally permissible reasons.

Are you prevented from lawfully becoming employed in the U.S.? Yes No

Date of Birth* _____

Have you been convicted of a felony or misdemeanor within the last 5 years? ** Yes No

If yes, describe: _____

*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.
**You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, LAST ONE FIRST)

DATES MONTH YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

EDUCATION

	NAME	LOCATION	GRADUATED		SUBJECTS STUDIED
			YES	NO	
HIGH SCHOOL					
COLLEGE					
OTHER					

DO YOU HAVE A VALID DRIVERS LICENSE? YES NO

WHAT LANGUAGES DO YOU SPEAK? _____

WHAT SKILLS AND/OR TRAINING DO YOU HAVE? DESCRIBE _____

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits discrimination on the basis of age with respect to certain individuals. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based on ancestry, marital status or physical or mental handicap or disability.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

DATE _____ SIGNATURE _____

MARK DUNNING INDUSTRIES, INC.

Post Employment Personnel Record

THE QUESTIONS BELOW ARE TO BE ANSWERED ONLY AFTER AN APPLICANT HAS BEEN ACCEPTED FOR EMPLOYMENT

HAVE YOU HAD A MAJOR ILLNESS IN THE PAST FIVE YEARS? YES NO

IF YES, PLEASE EXPLAIN _____

HAVE YOU RECEIVED COMPENSATION FOR INJURIES DURING THE PAST FIVE YEARS? YES NO

IF YES, PLEASE EXPLAIN _____

MILITARY SERVICE

FROM _____ TO _____, BRANCH _____ TYPE OF DISCHARGE _____

IN CASE OF EMERGENCY NOTIFY:

NAME _____

ADDRESS _____ APT. NO. _____

CITY _____ TELEPHONE NUMBER () _____

THIS INFORMATION IS STRICTLY VOLUNTARY

ARE YOU A DISABLED VETERAN? YES NO

DO YOU HAVE ANY PHYSICAL DEFECTS WHICH SPECIFICALLY PRECLUDE YOU FROM PERFORMING CERTAIN KINDS OF WORK? YES NO

IF YES, DESCRIBE SUCH DEFECTS AND SPECIFIC WORK LIMITATIONS _____

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