



# Application for employment

Please read and answer all of the following questions. Except for your signature, please PRINT all of your responses. No action can be taken on your application until all questions have been answered. None of the questions are intended to imply discrimination or illegal preferences based upon non-job related information.

It is the policy of Meridian Products that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. We do not discriminate on the basis of race, color, religion, sex, national origin, age, veteran status, the presence of non-job related medical condition or disability.

TODAY'S DATE: \_\_\_\_\_

## PERSONAL INFORMATION

Name			
Address			
City, State, Zip			
Landline Telephone			
Cell Phone		Social Security #	

## EMPLOYMENT DESIRED

POSITION: \_\_\_\_\_

SALARY DESIRED: \_\_\_\_\_

## How were you referred to Meridian Products?

- |   |  |                                  |
|---|--|----------------------------------|
| <input type="checkbox"/> Personnel Agency | <input type="checkbox"/> Newspaper Ad            | <input type="checkbox"/> Walk In |
| <input type="checkbox"/> Internet         | <input type="checkbox"/> State Employment Office | <input type="checkbox"/> Sign    |
| <input type="checkbox"/> Friend           | <input type="checkbox"/> Other                   |                                  |

Are you employed now?

- Yes                       No

Work Status Desired

- Full Time                       Part Time                      # of Hours: \_\_\_\_\_

Are you available to work:

- Overtime                       Weekends                       Shifts

Check Shifts Desired

- AM: M-Th 6AM - 3:30PM, F 6AM - 10AM  
 PM: M-Th 5PM - 3:30AM  
 Either

DRIVING HISTORY (Answer *ONLY* if you are applying for a driving related position)

Do you currently have a valid drivers license?                       Yes                       No

If yes, what state/country? \_\_\_\_\_ License Class: \_\_\_\_\_ Restrictions: \_\_\_\_\_

Have you had your drivers license suspended or revoked in the past three years?     Yes                       No

If yes, explain:

\_\_\_\_\_

**EMPLOYMENT HISTORY** (Most recent employer first; Account for all periods of time, including Military Service)

Name of Employer:	Job Title
Address	Employment Dates: From: _____ To: _____
City, State, Zip	Salary: Starting: _____ Ending: _____
Telephone:	Describe Duties:
Supervisor's Name:	
Reason For Leaving:	

Name of Employer:	Job Title
Address	Employment Dates: From: _____ To: _____
City, State, Zip	Salary: Starting: _____ Ending: _____
Telephone:	Describe Duties:
Supervisor's Name:	
Reason For Leaving:	

Name of Employer:	Job Title
Address	Employment Dates: From: _____ To: _____
City, State, Zip	Salary: Starting: _____ Ending: _____
Telephone:	Describe Duties:
Supervisor's Name:	
Reason For Leaving:	

May we contact your present employer?  Yes  No  
 May we contact all other employers?  Yes  No  
 If No, please explain:

Have you ever been dismissed or been forced to resign from any position?  Yes  No  
 If Yes, please explain:

Have you worked or attended school under another name?  Yes  No  
 If Yes, please explain:

## REFERENCES

Name	Address	Telephone Number

School Level	Name & Location	# of Years Completed	Diploma, Degree, Certificate	Major
High School or GED				
College or University				
Vocational or Technical				
Other				

What skills or added training do you have related to the job for which you are applying?

What equipment or machines can you operate related to the job for which you are applying?

List your professional, business, or civic activities. (Exclude organizations which reveal race, color, religion, sex, national origin, age, veteran status, disability or other protected status)

## GENERAL INFORMATION

Have you ever applied for employment with Meridian Products Before?  Yes  No

If yes, when?

Have you been employed by Meridian Products in the Past?  Yes  No

If yes, when?

Are you authorized to work in the united states?  Yes  No

Prove of citizenship or immigration status will be required upon employment.

Are you 18 years of age or older?  Yes  No

Have you ever been convicted of a crime other than traffic violations?  Yes  No

A conviction will not necessarily be a barrier to employment at Meridian Products. All factors, including the nature of the infraction, the date of conviction, the rehabilitation and the job for which you are applying will be considered.

If yes, please explain:

# AUTHORIZATION AND RELEASE

## PLEASE READ CAREFULLY BEFORE SIGNING

In consideration of employment by Meridian Products, I agree to abide by the rules and regulations of the company which may be changed from time to time at the sole discretion of company management. I declare each of the answers I have given in this employment application to be complete and true to the best of my knowledge. I understand that any false information or omissions offered in connection with my application for employment may disqualify me from further consideration for employment and may result in my discharge from employment if discovered at a later date.

I understand that as a condition of employment I must be authorized to work in the United States and demonstrate that authorization as required by the Immigration Reform and Control Act of 1986.

I authorize the investigation of all statements contained in this application and authorize any person, school, current employer (unless otherwise noted), past employers and other organizations named in this application to provide relevant information which may be useful in making a hiring decision. I release such persons and organizations from any liability in making such statements.

I understand that if I am extended an offer of employment, it will be contingent upon my successful completion of post-hire screening for drugs or other controlled substances.

I understand that this application or subsequent employment does not create an employment contract nor guarantee employment for any defined period of time. Further, I understand that my employment as "at will" and can be terminated by either me or Meridian Products at any time for any reason or for no reason, except as may be provided in an alternative bona fide employment agreement.

I have read, understand and by my signature agree to the above statements.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

## FOR OFFICE USE ONLY

Department/ Area \_\_\_\_\_

Job Title \_\_\_\_\_

Pay Rate \_\_\_\_\_

Schedule \_\_\_\_\_

Supervisor \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Hiring Manager \_\_\_\_\_