

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.



APPLICATION FOR EMPLOYMENT

(Please Print)

Position Applied For _____ Date of Application _____

Branch Location _____ Expected Wage _____

Name _____
(First) (Middle) (Last) Phone # (email address)

Address _____ How Long? _____
(Street) (City) (State & Zip Code)

Previous Address _____ How Long? _____
(Street) (City) (State & Zip Code)

Emergency Contact _____ Relationship _____ Phone # _____

How did you hear about the job opening at MH Equipment Company? _____
(CareerBuilder, MH Website, Newspaper, etc)

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever been employed with us before? Yes No If yes, give date _____

Are you currently employed? Yes No May we contact your current employer? Yes No

Are you currently under any agreement or contract that would prohibit you from working for MH JCB in the position you are applying for? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigrant Status? Yes No
(Proof of citizenship or immigrant status will be required upon employment)

On what date would you be available to work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "layoff" status and subject to recall? Yes No

Can you travel if the job required it? Yes No

Do you currently use illegal drugs for recreational purposes? Yes No Once in a while

Has your driver's license ever been revoked or suspended? Yes No (If yes, please explain and give date.)

Have you been convicted of a felony within the last 7 years? Yes No (If yes, please explain and give date. Conviction will not necessarily disqualify an applicant from employment.)

We are an Equal Opportunity Employer

ALL APPLICANTS MUST COMPLETE THESE SECTIONS
EMPLOYMENT RECORD
(Attach Sheet if More Space Is Needed)

To CDL Drivers: If you are applying for a position that may require a CDL license, D.O.T. requires that employment for at least 3 years and/or Commercial driving experience for the past 10 years be shown.

LAST EMPLOYER: NAME _____ **PHONE** _____

ADDRESS _____

POSITION HELD _____ FROM _____ TO _____ PAY RATE _____

REASONS FOR LEAVING _____

SECOND LAST EMPLOYER: NAME _____ **PHONE** _____

ADDRESS _____

POSITION HELD _____ FROM _____ TO _____ PAY RATE _____

REASONS FOR LEAVING _____

THIRD LAST EMPLOYER: NAME _____ **PHONE** _____

ADDRESS _____

POSITION HELD _____ FROM _____ TO _____ PAY RATE _____

REASONS FOR LEAVING _____

FOURTH LAST EMPLOYER: NAME _____ **PHONE** _____

ADDRESS _____

POSITION HELD _____ FROM _____ TO _____ PAY RATE _____

REASONS FOR LEAVING _____

EDUCATION	Name & City of School	Course of Study	Years Completed	Diploma Or Degree
Elementary School				
High School				
College				
Trade or Business School				
Other (Specify)				

Describe any specialized training, apprenticeship, skills, extracurricular activities, or volunteer activities.

PERSONAL OR BUSINESS REFERENCES (Do not include relatives)

1)	(Name) Company Name (If Applicable)	() Phone #	Relationship	Years known
	(Address)			
2)	(Name) Company Name (If Applicable)	() Phone #	Relationship	Years known
	(Address)			
3)	(Name) Company Name (If Applicable)	() Phone #	Relationship	Years known
	(Address)			

Note to Applicants:

Do not answer this question unless you have been informed about the requirements of the job for which you are applying.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied?

Yes No

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of applicant

Date



**PRE-EMPLOYMENT DISCLOSURE
AUTHORIZATION AND RELEASE**

I understand that MH JCB (a division of MH Equipment Company), Intellicorp, Ltd., or other authorized third parties may be conducting a background check in connection with my application for employment. This background check may include an inquiry into my employment history, education, general character or reputation, work experience, driving history, criminal history, credit history and such other information that may be required.

I understand that MH JCB (a division of MH Equipment Company) may rely on all or any part of this information in determining whether to extend an offer of employment to me. I further understand that if any adverse action is taken by MH JCB based upon any of this information, that I will be provided a copy of such information along with a summary of my rights under the Fair Credit Reporting Act.

I understand that a background check may be performed by MH JCB (a division of MH Equipment Company) or its representatives as a part of the pre-employment process, in order to evaluate the suitability of an applicant for employment and is not conducted for any other purpose other than in connection with an application for employment. I understand that the information supplied by me shall be used solely for the purposes of obtaining information, validating or verifying information received, as part of the background check.

I, the undersigned applicant for employment, have read this Pre-employment Disclosure and by signing below, hereby authorize MH JCB (a division of MH Equipment Company), its representatives, agents and authorized third parties, including Intellicorp, to conduct a background check, as described herein, in conjunction with my application for employment and hereby release said parties from any and all liabilities related to the use, procurement or disclosure of any information provided by me or obtained about me in connection with my application for employment and a background check that may be performed. I further direct and authorize such third parties who may be the custodians of or who may be in possession of requested records or information to disclose such information or records to MH JCB (a division of MH Equipment Company), Intellicorp or their representatives and agents, in connection with this authorization and release. I voluntarily provide my date of birth in order to obtain, and verify records obtained, in the background check.

Signature _____ Date: _____

Printed Name: _____

*****THE INFORMATION SUPPLIED BELOW WILL ONLY BE USED TO REQUEST AND VERIFY RECORDS *****

Current Address:

County you currently live in: _____

Maiden Names/
Prior Names: _____

Social Security Number: _____ DOB: _____

Driver's License #: _____ DL State: _____ Exp. Date: _____