



## Application for Employment

It is our policy to verify all information provided on this application. Please make sure that all the information you are providing is complete, as well as accurate.

Original Mels is an Equal Opportunity Employer. Offers of employment are extended only to those candidates who have the qualifications for the job opening, and that have successfully passed our pre-employment screening processes.

Each applicant should understand that all information provided on this application for employment is provided voluntarily by the candidate and may be used by the Original Mels in any manner they deem appropriate in making an employment offer determination, or in future needs as may be provided by Company policy, or as required by State and Federal law. By completing this application for employment, the applicant authorizes this employer to conduct any form of verification(s) it deems appropriate to verify the information provided on this application.

Applicant name: \_\_\_\_\_ Date: \_\_\_\_\_

List other names you use or have used, including maiden names, nicknames, or married names.

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Best time to contact you: \_\_\_\_\_ Is it OK to leave a message on either of these phone numbers?  Yes  No

What position(s) are you applying for? \_\_\_\_\_

Date you will be available to start work: \_\_\_\_\_

Please list the prior two (2) jobs that are relevant to a job here at Original Mels.

**Employer:** \_\_\_\_\_ **Position held:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

**Your manager's name:** \_\_\_\_\_ **employed: from** \_\_\_\_\_ **to** \_\_\_\_\_

**Salary:** \_\_\_\_\_ **Job summary:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Position held:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

**Your manager's name:** \_\_\_\_\_ **employed: from** \_\_\_\_\_ **to** \_\_\_\_\_

**Salary:** \_\_\_\_\_ **Job summary:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Date you will be available to start work:** \_\_\_\_\_

**Are you able to meet regular attendance requirements?**  Yes  No



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Are you able to work Holidays?  Yes  No

Do you have any objection to working overtime if necessary?  Yes  No

If hired, can you show proof that you may legally work in the USA?  Yes  No

Circle last grade completed in school: 9 10 11 12  Some college  Still attending college

Are you related to anyone currently working for Original Mels?  Yes  No

Have you been convicted of a crime other than a minor traffic violation in the last 7 years?

Yes  No *Conviction will not necessarily disqualify an applicant from employment*

If yes, please explain: \_\_\_\_\_

**Other Employment History**

Please list any prior jobs not mentioned above during the past 2 years. Use additional paper if necessary.

**Employer:** \_\_\_\_\_ **Position held:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

**Your manager's name:** \_\_\_\_\_ **employed: from** \_\_\_\_\_ **to** \_\_\_\_\_

**Salary:** \_\_\_\_\_ **Job summary:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

I hereby certify that I have not knowingly withheld any information nor provided any false information in conjunction with the application for employment with Original Mels. Therefore, I certify that the answers I have provided are true and correct to the best of my knowledge. I understand that any omissions, false statements, or misstatement of material facts on this application or other document used to secure employment with Original Mels shall be grounds for rejection of this application for employment or for immediate discharge once I am employed with Original Mels, regardless of the time elapsed before or after discovery.

I hereby authorize Original Mels to verify the accuracy of information contained in this application, as well as my overall work record for all previous employers, educational institutions, and references. In so doing, I authorized all parties referenced on this application for employment to disclose to Original Mels any and all records, letters, matters of employment performance and stability, related to my prior employment. I hereby release Original Mels, all former employers, schools, personal references or other providing information to Original Mels from any and all liability associated with any request for information related to this application or my former work or school or criminal history.

I also understand that any offers of employment are made as employment At-Will and as such, are subject to termination by either the company or myself at any time, with or without prior notice. Therefore nothing conveyed during the recruiting, interview or other employment selection process may alter the At-Will employment status with Original Mels unless such changes are in written format and signed by the President of Original Mels.

Should a search of public records (including records documenting arrest, indictment, conviction, civil judgment action, or other outstanding judgment) be conducted by any Original Mels internal personnel, or outside background check vendor, I understand that I am entitled to a copy of any such public records obtained by Original Mels unless if have marked the check box below. If I am not hired as a result of



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such information, I understand that I am entitled to a copy of such records even though I have checked the box to waive my right to such copies.

I waive receipt of a copy of any public records described in the paragraph above.

I understand that it is the policy of Original Mels to not refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

I understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three business days of being hired. I understand failure to submit such proof within the required time, or failure to comply with any pre-employment requirement may result in the offer of employment being rescinded, or employment termination.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

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Applicant Signature

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Date