



Malco Products, Inc. Application for Employment

PRE-EMPLOYMENT QUESTIONNAIRE

AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION - PLEASE FILL IN ALL INFORMATION - PRINT CLEARLY

NAME LAST FIRST MIDDLE

Position Applied for:

Social Security #

Expected Rate of Pay

Present Address

Date You Can Start

NUMBER STREET

Today's Date

CITY STATE ZIP CODE

Are you 18 years or older? YES NO

COUNTY

Are you legally eligible to work in the United States YES NO

How long have you lived there?

Are you a tobacco user? YES NO

Telephone # ( )

WE TEST FOR NICOTINE Malco will require applicant to provide within 48 hours of the decision to hire, satisfactory proof of eligibility for work in the United States.

RESIDENCE HISTORY: Please list all residences for the past 10 years or until your 18th birthday, whichever is shorter.

Residence history table with columns: (from), (to), (number), (street), (city), (state), (county)

The company frequently works on Saturdays, Sundays, and/or holidays. While it is possible that scheduling changes can be made to accommodate personal needs, please state those days of the week on which you are available for work.

How were you referred to Malco? Walk-in Emp. Agency Advertisement Employee Referral Other

Who referred you?

Have you been previously employed by this company? YES NO

If yes, indicate dates of previous employment: From: To:

Do you have friends or relatives that work here? YES NO

If yes, list names and relationships:

Malco requires that its employees have a safe and reliable means of transportation so that they can arrive on time to begin work on time. If you do not own or drive your own car, do you have a safe and reliable means of transportation to and from work? YES NO

Have you ever been convicted of a crime other than a minor traffic violation? (A conviction does not necessarily bar employment) YES NO

If YES, please list crime and date of conviction.

**EDUCATION**

Name when attending school? \_\_\_\_\_

School	Name & Location of School	Last Grade Completed	Major	Degree / Diploma
HIGH				
COLLEGE				
OTHER				

List sports-hobbies: \_\_\_\_\_

**PREVIOUS WORK RECORD**

LIST BELOW ALL PRESENT & PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT

**A**  
Company \_\_\_\_\_ From: \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ City/State \_\_\_\_\_ To: \_\_\_\_\_ Acquired skills \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Pay Rate \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**B**  
Company \_\_\_\_\_ From: \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ City/State \_\_\_\_\_ To: \_\_\_\_\_ Acquired skills \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Pay Rate \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**C**  
Company \_\_\_\_\_ From: \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ City/State \_\_\_\_\_ To: \_\_\_\_\_ Acquired skills \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Pay Rate \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**D**  
Company \_\_\_\_\_ From: \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ City/State \_\_\_\_\_ To: \_\_\_\_\_ Acquired skills \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Pay Rate \_\_\_\_\_ Reason for leaving \_\_\_\_\_

May we contact the employers listed above? YES  NO   
If no, circle by letter (A, B, C, C) which one(s) of the above you do not want us to contact.

**MILITARY SERVICE RECORD**

Where you in the Armed Forces? YES  NO  If yes, what branch? \_\_\_\_\_  
Dates of duty: From \_\_\_ / \_\_\_ / \_\_\_\_\_ To \_\_\_ / \_\_\_ / \_\_\_\_\_  
Rank at Discharge \_\_\_\_\_ Honorable Discharge? YES  NO   
If NO, please state the type of discharge and reason for the discharge.

I CERTIFY THAT ALL THE INFORMATION I HAVE PROVIDED IN ORDER TO APPLY FOR EMPLOYMENT WITH THE EMPLOYER IS TRUE, COMPLETE AND CORRECT. I UNDERSTAND THAT ANY INFORMATION THAT IS PROVIDED BY ME THAT IS FOUND TO BE FALSE, INCOMPLETE OR MISREPRESENTED IN ANY RESPECT, WILL BE SUFFICIENT CAUSE TO (i) CANCEL FURTHER CONSIDERATION OF THIS APPLICATION, OR (ii) IMMEDIATELY DISCHARGE ME FROM MY EMPLOYMENT IF I HAVE BEEN HIRED, WHENEVER IT IS DISCOVERED. I EXPRESSLY AUTHORIZE, WITHOUT RESERVATION, THE EMPLOYER, ITS REPRESENTATIVES, EMPLOYEES OR AGENTS TO CONTACT AND OBTAIN INFORMATION FROM ALL REFERENCES, EMPLOYERS, PUBLIC AGENCIES, LICENSING AUTHORITIES AND EDUCATIONAL INSTITUTIONS AND TO OTHERWISE VERIFY THE ACCURACY OF ALL INFORMATION PROVIDED BY ME IN THIS APPLICATION, OR IN MY EMPLOYMENT PROCESS AND ALL OTHER PERSONS, CORPORATIONS OR ORGANIZATIONS FOR FURNISHING SUCH INFORMATION ABOUT ME. I HEREBY WAIVE ANY RIGHTS AND CLAIMS I MAY HAVE REGARDING THE EMPLOYER, ITS AGENTS, EMPLOYEES OR REPRESENTATIVE, FOR SEEKING, GATHERING AND USING SUCH INFORMATION IN THE EMPLOYMENT PROCESS AND ALL OTHER PERSONS, CORPORATIONS OR ORGANIZATIONS FOR FURNISHING SUCH INFORMATION ABOUT ME. I UNDERSTAND THAT THE EMPLOYER DOES NOT UNLAWFULLY DISCRIMINATE IN EMPLOYMENT AND NO QUESTION ON THIS APPLICATION IS USED FOR THE PURPOSE LIMITING OR EXCLUDING ANY APPLICANT FROM CONSIDERATION FOR EMPLOYMENT ON A BASIS PROHIBITED BY APPLICABLE LOCAL, STATE OR FEDERAL LAW. I UNDERSTAND THAT THIS APPLICATION REMAINS CURRENT FOR ONLY 30 DAYS. IF I AM HIRED, I UNDERSTAND THAT THIS APPLICATION BECOMES PART OF MY OFFICIAL EMPLOYMENT RECORD. IF I AM HIRED, I UNDERSTAND THAT I AM FREE TO RESIGN AT ANY TIME, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, AND THE EMPLOYER RESERVES THE SAME RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, EXCEPT AS MAY BE REQUIRED BY LAW. THIS APPLICATION DOES NOT CONSTITUTE AN AGREEMENT OR CONTRACT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD OR DEFINITE DURATION. I UNDERSTAND THAT NO SUPERVISOR OR REPRESENTATIVE OF THE EMPLOYER IS AUTHORIZED TO MAKE ANY ASSURANCE TO CONTRARY TO ANY OF THE ABOVE AND NO IMPLIED, ORAL OR WRITTEN AGREEMENTS CONTRARY TO THE FOREGOING EXPRESS LANGUAGE ARE VALID. I ALSO UNDERSTAND THAT IF I AM HIRED, I WILL BE REQUIRED TO PROVIDE PROOF OF IDENTITY AND LEGAL AUTHORITY TO WORK IN THE UNITED STATES.

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_