



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.

_____	_____	_____	_____	_____	_____	_____
(from)	(to)	(number)	(street)	(city)	(state)	(county)
_____	_____	_____	_____	_____	_____	_____
(from)	(to)	(number)	(street)	(city)	(state)	(county)
_____	_____	_____	_____	_____	_____	_____
(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: _____
(month) (year) (month) (year)

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 _____