



## Employment Application Form

Today's Date: \_\_\_\_\_

### APPLICANT INFORMATION

Legal Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Current Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Available Start Date: \_\_\_\_\_

Salary/Wage desired: \_\_\_\_\_ Shifts you are available to work:  1st  2nd  3rd

Employment desired:  FULL-TIME  PART-TIME  INTERN

Are you **available** to work overtime?  Yes  No      Are you available to work evenings/weekends?  Yes  No

Are you under 18 years of age?  Yes  No      If "YES", can you provide proof of your eligibility to work?  Yes  No

Are you legally eligible for employment in the United States?  Yes  No

(If offered employment, you will be required to provide documentation to verify eligibility)

How did you hear about The Morey Corporation (if referred, please list name) \_\_\_\_\_

Have you ever been employed with Morey in the past?  Yes  No      If so, when? \_\_\_\_\_

Are you currently bound by a non-compete or trade secret agreement?  Yes  No      If yes, please explain: \_\_\_\_\_

Have you received a job description or been made aware of the essential functions of the job?  Yes  No

### EDUCATION

	Name of School	Location (complete address)	Diploma/GED	
High School				
	Name of School	Location (complete address)	Years Completed	Degrees Earned/Major
College				
Other				
Other				

### MILITARY

Have you ever been in the armed forces?       Yes    No

Are you now a member of the National Guard?    Yes    No

Specialty: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Discharge Date: \_\_\_\_\_

### WORK EXPERIENCE

Please list your work experience for the past seven years, beginning with your most recent employment held. If any employment was under a different name, indicate name.

Employer	Address	Telephone Number	Name/Title of Manager
Employment Dates To: From:	Salary/Wage Start: Final:	Job Title	Reason for leaving

May we contact this employer?  Yes  No Comments:

List the positions held, duties performed, skills used or learned, advancements or promotions while you worked for this company.

Employer	Address	Telephone Number	Name/Title of Manager
Employment Dates To: From:	Salary/Wage Start: Final:	Job Title	Reason for leaving

May we contact this employer?  Yes  No Comments:

List the positions held, duties performed, skills used or learned, advancements or promotions while you worked for this company.

Employer	Address	Telephone Number	Name/Title of Manager
Employment Dates To: From:	Salary/Wage Start: Final:	Job Title	Reason for leaving
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:			
List the positions held, duties performed, skills used or learned, advancements or promotions while you worked for this company.			

Employer	Address	Telephone Number	Name/Title of Manager
Employment Dates To: From:	Salary/Wage Start: Final:	Job Title	Reason for leaving
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:			
List the positions held, duties performed, skills used or learned, advancements or promotions while you worked for this company.			

CERTIFICATIONS, MEMBERSHIPS, SPECIAL SKILLS/TRAINING
Please list any professional licenses, designations, certifications, associations and/or special skills/training that may relate to the position in which you are applying. Include date granted, name of organization and any other relevant information.
Licenses
Designations
Certifications
Association Memberships
Special Skills/Training

**REFERENCES**

Please list three (3) professional references with whom you have worked with.

Name	Address/Business	Email / Phone	Years Acquainted

**ADDITIONAL INFORMATION**

Please use this space to elaborate on any background, experience, or qualifications that you believe should be considered in evaluating your qualifications for employment. You may include hobbies, volunteer experience and any other activities you believe relevant. Please omit any information that would disclose your gender, age, marital status, ethnic origin, religious or political affiliations or disability.


**PLEASE READ CAREFULLY**

**APPLICATION ACKNOWLEDGEMENT**

As indication that you have read and understood each sentence, please sign your name in the space provided below. In exchange for the consideration of my job application by The Morey Corporation, I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee, The Morey Corporation, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by an Owner of the Company. Both the undersigned and The Morey Corporation may end the employment relationship at any time, without specified notice or reason. If employed, I understand that The Morey Corporation may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I certify that the information given on this application is true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release the Company from any liability as a result of such contact.

I further understand that any offer of employment may be contingent upon the satisfactory completion of a background check and drug screen.

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Morey Corporation is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability.

**HR Use Only**

Date Received: \_\_\_\_\_ Reviewed By: \_\_\_\_\_