

Employment Application
M.R. Whitsett, Inc.
P.O. Box 11033 Las Vegas, NV 89111-1033

Please Print

Social Security #: _____ - _____ - _____

Name: _____
Last First Middle

Address: _____
Number Street State Zip

Telephone: (_____) _____ Are you at least 18 years old? Yes _____ No _____

Position Applied For: _____ Referral Source: _____

Have you filed an application with M.R. Whitsett before? _____

Have you been employed with M.R. Whitsett before? _____

Do you have any relatives employed with M. R. Whitsett? _____ If yes, who? _____

Are you legally able to work in the United States? _____ Yes _____ No
(Proof of citizenship or immigration status will be required upon employment)

When would you be available to begin work? _____

Are you available to work: _____ Full Time _____ Part Time

Shift available to work? _____ Morning _____ Swing _____ Any

Have you been convicted of a felony within the last 7 years? _____ Yes _____ No
(Conviction will not necessarily disqualify an applicant from employment)

If yes, please explain _____

Highest Level of Education Obtained: _____
(Please indicate type of Degree/Diploma and area of study)

School Name: _____

Please indicate languages you speak, read, and/or write. Please indicate level of fluency for these languages as well.

Please give the names, addresses, and telephone numbers of three references that are **NOT related** and are **NOT previous** employers.

- 1) _____
- 2) _____
- 3) _____

Please indicate any special skills and qualifications acquired from employment or other experience that may be helpful in considering your application.

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Employment Experience

Start with your most recent/present employer. List all work experience dating back no more than 7 years. You may exclude organization names that indicate race, color, religion, gender, national origin, handicap, or other protected status. If you need additional space, please continue on a separate sheet of paper. Please indicate any gaps in employment.

Employer: _____ Supervisor: _____

Address: _____
Street Address city state zip

Telephone: (_____) _____ Dates Employed (Mo/Yr): _____ to _____

Describe Job Duties: _____

Reason for Leaving: _____

Employer: _____ Supervisor: _____

Address: _____
Street Address city state zip

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Describe Job Duties: _____

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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. I acknowledge all applicants may be subject to a drug test and background check.

This application for employment shall be considered active for a period of time not to exceed 30 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.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific comment to that affect is executed by the employer and employee in writing.

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: _____ Date: _____

Authorization to Release Information

I, _____ do hereby authorize M.R. WHITSETT, INC., to verify my previous and current employment, criminal history, and credit history for the purpose of employment with the firm. The authorization will remain in effect until a written request to discontinue has been submitted.

Signature: _____ Date: _____

COMMENTS

Hired: _____ Not Hired: _____ Hold Application: _____