



Name: _____

Date: _____

Employment Application

The information requested in this employment application is confidential and will be used by Marcolin USA for employment purposes only.

Equal Opportunity Employer

Marcolin USA is an equal opportunity employer and does not discriminate against any person(s) on the basis of race, color, sex, religion, age, national origin, veteran status, disability or any other status protected under local, state or federal laws, in employment or in application of policies and programs.

Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

Authorization to work in the United States

If hired, you will be required to present documents confirming your identity and authorization to work in the United States.

Authorization and Agreement

In order to complete this Employment Application, you must read and sign the "Applicant's Authorization and Agreement" section located on the last page of this application.

We are committed to a standard of excellence regarding customer quality and satisfaction. That standard requires some of our employees to work additional hours during peak periods. Candidates for employment should directly inquire about the nature of the additional hours required for the position for which they are being considered.

Marcolin USA complies with the Smoke-Free Arizona Act. Smoking is prohibited within the building as well as within 20 feet of all company entrances, such as the front door entrance and the warehouse entrances .

PLEASE PRINT

Personal Information

Full Name _____ Soc. Sec. No. _____

Other Names Used _____
(For background checking purposes)

Home Address _____
Street Address _____ City _____ State _____ Zip _____

Home Phone () _____ Mobile () _____ email _____

Position Desired _____ Date Available _____ Wage Desired _____

Are you 18 years of age or over? Yes No

Are you able to provide verification of your lawful eligibility to work in the United States? Yes No
Marcolin USA is required by federal law to verify your eligibility to work if and when you are hired.

Are you able to perform the essential duties of the job, with or without accommodation? Yes No

Do you have a valid driver's license? Yes No

Have you been convicted of a moving violation in the last 3 years? Yes No

If yes, Please explain: _____

The information below must be completed fully even if accompanied by a resume.

List your last four employers, most recent first (covering up to your last 10 years of employment).

1. Company Name _____ Telephone _____
Address _____
Job Title _____
Starting Salary _____ Ending Salary _____
Duties _____

Dates Employed Start: _____ End: _____

Reason for Leaving _____

Manager Name _____ Title _____ Telephone _____

MAY WE CONTACT FOR REFERENCE? Yes No Later

2. Company Name _____ Telephone _____
Address _____
Job Title _____
Starting Salary _____ Ending Salary _____
Duties _____

Dates Employed Start: _____ End: _____

Reason for Leaving _____

Manager Name _____ Title _____ Telephone _____

MAY WE CONTACT FOR REFERENCE? Yes No

3 Company Name _____ Telephone _____
 Address _____
 Job Title _____
 Starting Salary _____ Ending Salary _____
 Duties _____
 Dates Employed Start: _____ End: _____
 Reason for Leaving _____
 Manager Name _____ Title _____ Telephone _____

MAY WE CONTACT FOR REFERENCE? Yes No

4. Company Name _____ Telephone _____
 Address _____
 Job Title _____
 Starting Salary _____ Ending Salary _____
 Duties _____
 Dates Employed Start: _____ End: _____
 Reason for Leaving _____
 Manager Name _____ Title _____ Telephone _____

MAY WE CONTACT FOR REFERENCE? Yes No

Have you ever been discharged or asked to resign from any position? Yes No
If yes, please explain: _____

Have you ever been convicted of a felony? Yes No *If yes, please explain:*
(Conviction does not necessarily disqualify applicants from employment) _____

Have you ever applied or interviewed here before? Yes No *If yes, when?* _____
Have you ever worked here before? Yes No *If yes, when?* _____
Is anyone related to you working at Marcolin USA ? Yes No
If yes, please provide name and relationship to you: _____

How did you learn of this opening? *(Please indicate the name of the employee if referred by Marcolin employee)*

Please indicate availability:

Monday AM _____ - _____ PM _____ - _____
 Tuesday AM _____ - _____ PM _____ - _____
 Wednesday AM _____ - _____ PM _____ - _____
 Thursday AM _____ - _____ PM _____ - _____
 Friday AM _____ - _____ PM _____ - _____

| Education | | | | |
|------------------------|-----------------------|----------------------|--------------------------------|--|
| School(s) and Location | No. of Years Attended | Last Grade Completed | Applicable Subjects Or Courses | Type of Degree or Certificate Received |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| Additional <u>Business</u> References (Do <u>Not</u> List Personal References) | | | |
|---|-------|---------------|------------------------------|
| Name of Reference | Title | Telephone No. | Business Relationship to you |
| | | | |
| | | | |
| | | | |

Use this space for any additional, job-related information necessary to describe your qualifications:

To complete this employment application, please read and sign the statement below

APPLICANT’S AUTHORIZATION AND AGREEMENT

I certify that the facts contained in this application (and accompanying resume, if any) are true, accurate, and complete. I understand that any false statement, omission, or misrepresentation on this application, my resume, or any other materials, during any interview will result in refusal to hire, or dismissal if I have been employed, regardless of when discovered by MARCOLIN USA (the “Company”).

I understand that any employment may be conditioned on a background check and that the Company may, at its discretion, procure and have prepared an investigative consumer report, in accordance with applicable law. I understand that upon written request within a reasonable period of time, I can obtain from the Company written disclosure of the nature and scope of any such report if requested. I authorize the Company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers, references, and other individuals or organizations listed to disclose information regarding my former employment, education, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers, references and any other individuals or organizations listed above (as well as those provided verbally or in other documents submitted to the Company) from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be “at-will” and without fixed term, and may be terminated at any time, with or without cause, and without prior notice, at the option of either the Company or myself. No promises regarding employment have been made to me, and I understand that no manager, representative or employee of the Company other than the President of the Company, has the authority to enter into any agreement contrary to the foregoing. Further, any such agreement must be in writing and signed by the President and myself.

I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide by all of the Company work rules, policies and procedures. The Company retains the right to revise its policies or procedures, in whole or in part, at any time.

Signature of Applicant _____ **Date** _____