Equal Opportunity Employer

We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, disability, marital status, sexual orientation, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

Provide all information requested

Your completed application form will be maintained in our active files for six (6) months from the date of application. You may submit a new application at any time.

## Applicant Information

|  |  |  |
| --- | --- | --- |
| Last name First name MI | For personnel use only | Date of application |
| Street address | Type(s) of work desired | Social Security number |
| City State ZIP | Phone | Email |
| How were you referred to M&A? | [ ]  College [ ]  Advertisement [ ]  Employment agency [ ]  M&A employee—name:[ ]  Open house [ ]  Walk-in [ ]  Other—describe: |
| Are you a citizen of the United States? | [ ]  Yes [ ]  No | If no, are you authorized to work in the U.S.? | [ ]  Yes [ ]  No |
| Have you ever been convicted of a felony? | [ ]  Yes [ ]  No | If yes, explain: |

## Employment Record

List all previous employers, starting with present or most recent. Include self-employment and summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

|  |  |
| --- | --- |
| Previous company/employment (most recent) Type of business | Type or classification of job |
| Street address Phone number | Brief description of job duties |
| City State ZIP code |  |
| Supervisor’s name Phone number |  |
| Base salary | Dates workedFrom: To: |  |
| Reason for leaving |  |
| Previous company/employment Type of business | Type or classification of job |
| Street address Phone number | Brief description of job duties |
| City State ZIP code |  |
| Supervisor’s name Phone number |  |
| Base salary | Dates workedFrom: To: |  |
| Reason for leaving |  |
| Previous company/employment Type of business | Type or classification of job |  |
| Street address Phone number | Brief description of job duties |  |
| City State ZIP code |  |  |
| Supervisor’s name Phone number |  |  |
| Base salary | Dates workedFrom: To: |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Previous company/employment Type of business | Type or classification of job |
| Street address Phone number | Brief description of job duties |
| City State ZIP code |  |
| Supervisor’s name Phone number |  |
| Base salary | Dates workedFrom: To: |  |
| Reason for leaving |  |
| Previous company/employment Type of business | Type or classification of job |  |
| Street address Phone number | Brief description of job duties |  |
| City State ZIP code |  |  |
| Supervisor’s name Phone number |  |  |
| Base salary | Dates workedFrom: To: |  |
| Reason for leaving |  |

## Educational History

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School name | Location(city, state) | Major courseor subject | Dates attended From To | Graduated Yes No | Degree |
| High school |  |  |  |  |  |  |  |
| Technical/trade (after high school) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| College (list all attended) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Other education/training |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

## Outside Activities

Exclude those indicating race, color, religion, sex, national origin, age, or handicap.

|  |
| --- |
| Professional memberships, certificates, or licenses held |
|  |
| Past and present civic or cultural activities—include offices held |
|  |
| Principal hobbies |
|  |

## Special Skills

|  |
| --- |
| Typing speed (words per minute) |
| Computer software (list title of software, type of experience, and skill level) |
| Computer hardware (list name of hardware, type of experience, and skill level) |
| Languages (indicate whether spoken and/or written and proficiency level) |
| Other relevant skills |
|  |

## Military Record

|  |
| --- |
| Branch of service From To |
| Present military affiliation: [ ]  None [ ]  Reserve (active) [ ]  Reserve (inactive) |
| Kinds of training and duty while in service |

## Professional/Work References

List two past supervisors and one person (not a relative) who have knowledge of your qualifications for the position for which you are applying.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Title/relationship | Address (street, city, state, ZIP code) | Phone (+ area code) | Occupation |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| May we contact your present employer? [ ]  Yes [ ]  No |
| Wage or salary required |
| Date available |

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the company’s service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment, and that my continued employment depends upon the will of the company or myself.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |

If any of your educational or employment records are under other than the above name, please provide other names.

Please submit your completed application and resume to:

Monaco & Associates Incorporated

1243 SW Topeka Blvd., Suite B

Topeka, KS 66612

Or e-mail your application to dave@monacoassociates.com.