

Employment Application Form



MULLEN
 & ASSOCIATES, LLC

PLEASE PRINT ALL
 INFORMATION REQUESTED
 EXCEPT SIGNATURE

PLEASE COMPLETE PAGES 1-4 DATE _____

Name _____
Last First Middle Maiden

Present Address _____
Number Street City State Zip

Social Security No. _____ -- ____ -- _____

How long at address _____

Telephone () _____
 Cell Phone() _____

If under the age of 18, please list age _____

Position applied for (1) _____
 Salary desired (2) _____
 (Be specific)

Days/hours available to work
 No Pref _____ Thur _____
 Mon _____ Fri _____
 Tue _____ Sat _____
 Wed _____ Sun _____

How many hours can you work weekly? _____ Can you work nights and or Saturdays? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL OR PART-TIME

Desired Start Date? _____

Type of School	Name of School	Location (Complete mailing address)	Number of years completed	Major & Degree
High School				
College				
Business or Trade				
Professional				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? NO YES

If yes, explain number of conviction(s), nature of offense(s), leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type of rehabilitation.

Employment Application Form (page 2)



MULLEN
 & ASSOCIATES, LLC

PLEASE PRINT ALL
 INFORMATION REQUESTED
 EXCEPT SIGNATURE

MILITARY

Have you ever been in the armed forces? NO YES

Are you currently a member of the National Guard? NO YES

Specialty _____ Date Entered _____ Discharge Date _____

WORK EXPERIENCE Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of employer	Name of last supervisor	Employment dates	Pay or salary
Address		From:	Start
		To:	Final
Your last job title			
Reason for leaving (be specific)			
List the jobs held, duties performed, skills used or learned, advancements or promotions received while working at the company.			

Name of employer	Name of last supervisor	Employment dates	Pay or salary
Address		From:	Start
		To:	Final
Your last job title			
Reason for leaving (be specific)			
List the jobs held, duties performed, skills used or learned, advancements or promotions received while working at the company.			

Name of employer	Name of last supervisor	Employment dates	Pay or salary
Address		From:	Start
		To:	Final
Your last job title			
Reason for leaving (be specific)			
List the jobs held, duties performed, skills used or learned, advancements or promotions received while working at the company.			

Employment Application Form (page 3)



MULLEN
 & ASSOCIATES, LLC

PLEASE PRINT ALL
 INFORMATION REQUESTED
 EXCEPT SIGNATURE

May we contact your present employer? [] NO [] YES

Did you complete this application yourself? [] NO [] YES

If not, who did? _____

Please list three personal references with name, address, telephone number, and relationship. Any of these persons may not live with you.

- 1. Name _____
Relationship _____
Address _____
Telephone # _____

- 2. Name _____
Relationship _____
Address _____
Telephone # _____

- 3. Name _____
Relationship _____
Address _____
Telephone # _____

SCHOOL SCHEDULE

MONDAY _____

TUESDAY _____

WEDNESDAY _____

THURSDAY _____

FRIDAY _____

YEAR OF GRADUATION _____ GPA _____

MAJOR _____

TODAYS DATE _____



Employment Application Waiver

PLEASE READ CAREFULLY

In exchange for the consideration of my job application by Mullen & Associates, LLC (hereinafter called “the firm”), 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 firm practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Mullen & Associates, 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 the President/General Manager of the firm. Both the undersigned and Mullen & Associates may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the firm may unilaterally change or revise their benefits, policies, and procedures and such changes may include reductions in benefits.

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 firm permission to contact: schools, previous employers (unless otherwise indicated), references, and others, and hereby release the firm from any liability as a result of such contract.

I understand that, in connection with the routine processing of your employment application, the firm may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the firm, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the firm shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with the firm is terminable at will for any reason by either party.

Signature of Applicant _____ Date: _____

The firm is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, or disability. We assure you that your opportunity for employment with this firm depends solely on your qualifications.

Thank you for completing this application form and for your interest in our firm.