



EDUCATION				
School	Name and Address	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

WORK EXPERIENCE
-----------------

Start with your present or last job and work backwards for the past ten years. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities, or other protected status. Add extra sheets if necessary.

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title			
Supervisor	Salary		
Reason for Leaving		May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title			
Supervisor	Salary		
Reason for Leaving		May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title			
Supervisor	Salary		
Reason for Leaving		May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title			
Supervisor	Salary		
Reason for Leaving		May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Comments: Include explanation of any gaps in employment.

Describe any specialized training, apprenticeship, skills and extracurricular activities.

List professional, trade, business, or civic activities and offices held.

*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:*

**Additional Information**

*Other qualifications: Summarize special job-related skills and qualifications acquired from employment or other experience.*

**Specialized Skills (Skills/Equipment Operated)**

**Terminal**

PC/Mac  
Excel  
Outlook

**Spreadsheet**

Word  
WPM

**Production/Mobile  
Machinery**

List:

**Other:**

List:

*State any additional information you feel may be helpful to us in considering your application*

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

Yes  No

**Personal/Professional References**

Do not include family members or past supervisors

Name	Phone Number	Best time to call	Occupation
1.			
2.			
3.			

**GENERAL**

Employment Preference Domestic Foreign { } Foreign employment? { } Yes No Would you consider Foreign employment? { } Yes No Would you go Single status { } Yes No Have you ever been bonded? { } Yes No

Have you ever had a security clearance? { } Yes { } No Agency: \_\_\_\_\_ Type: \_\_\_\_\_ Dates: \_\_\_\_\_

If you are hired and a security clearance is required, will you supply the information requested to the best of your ability and will you permit your fingerprints to be taken? { } Yes { } No

Do you have any felony convictions within the last 7 years that have resulted in imprisonment? { } Yes { } No

Note: Conviction will not necessarily disqualify an applicant from employment.

City or County and State	Charges / Offences	Date	Disposition and Explanation

**Applicant's Statement**

I certify that the answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 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 the time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledge in writing by an authorized executive of the organization.

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 of Applicant

\_\_\_\_\_  
Date

**MES, Inc. is an Equal Opportunity Employer**