



Application for Employment

PERSONAL

Please Print:

Last Name _____ First Name _____ Middle _____

Street Address _____

City _____ State _____ Zip Code _____

County or City of Residence: _____ Email _____

(____) _____ - _____
Home Telephone

(____) _____ - _____
Cellular Telephone

Position Applying For: _____ (Circle One) Full-time Part-time PT/On call
Temporary Intern

Have you ever worked for McManis & Monsalve Associates (McManis & Monsalve) or MMI before?
Yes No If Yes, when? _____

Are you legally eligible for employment in the U.S.? (circle one) Yes No

Have you ever been convicted of a crime, excluding summary offenses, which have not been annulled, expunged, or sealed by a court? (Conviction is not an automatic bar to employment) (please circle) Yes No
If yes, please describe:

EMERGENCY

Person to contact in case of emergency: _____

Relation to you _____ (____) _____ - _____ (____) _____ - _____ (____) _____ - _____
Home Telephone Work Telephone Cellular Telephone

EDUCATION

Educational Level (Circle highest level completed):
High School: 9 10 11 12
High School Graduate GED
College Degree Received _____
Graduate Degree Received _____

LICENSURE

Do you have any licenses that are applicable to the job for which you are applying? (Please circle response) Yes No
If Yes, type of license: _____
Expiration date of license: _____
Please enclose a copy of your license for our files.



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PRIOR EMPLOYMENT

Are you currently under a non-compete and/or non-disclosure agreement with a previous employer? Yes No

Name/Address/(Most Recent Employer)	Position and Final Salary	Dates of Employment and Reason for Leaving

Contact Name: _____ May we contact this person: Yes No

Phone Number: _____

Name/Address/ (Previous Employer)	Position and Final Salary	Dates of Employment and Reason for Leaving

Contact Name: _____ May we contact this person: Yes No

Phone Number: _____

Name/Address/ (Previous Employer)	Position and Final Salary	Dates of Employment and Reason for Leaving

Contact Name: _____ May we contact this person: Yes No

Phone Number: _____

APPLICANT'S AGREEMENT AND CERTIFICATION – PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by McManis & Monsalve that such employment with McManis & Monsalve is at will, for no specified duration and may be terminated by either McManis & Monsalve or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of McManis & Monsalve or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of McManis & Monsalve except the President and COO has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President or COO of McManis & Monsalve.

APPLICANT'S AGREEMENT AND CERTIFICATION – CONTINUED
PLEASE READ CAREFULLY BEFORE SIGNING

In consideration for employment with McManis & Monsalve, if employed, I agree to conform to the rules, regulations, policies and procedures of McManis & Monsalve at all times and understand that such obedience is a condition of employment. I understand that due to the nature of McManis & Monsalve business, attendance and punctuality are considered essential requirements of every job at McManis & Monsalve and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with McManis & Monsalve, I may be required to submit to a background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to McManis & Monsalve and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

Name and number of person completing this form if other than applicant: _____

McManis & Monsalve is proud to be an equal opportunity employer, all qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected by law.