



Name _____ Email Address _____
Last First Middle

Address _____ Telephone _____
Number and street

City _____ State _____ Zip Code _____

Have you ever worked at MTU before? Yes No If yes, provide dates _____

If hired, can you provide the documents required to prove that you are legally able to work in the U.S.? Yes No

If employed and you are under 18, can you furnish a work permit? Yes No

Do you have relatives, excluding a spouse, working here? Yes No If yes, state name and relationship _____

Have you ever been suspended, fired, or asked to resign from any position? Yes No If yes, give details _____

Do you have any felony charges pending? Yes No If yes, give details _____

Have you ever been convicted of any misdemeanor or felony, including alcohol or drug-related driving offenses? *Driving convictions such as operating while intoxicated, operating in the presence of drugs, operating without a license, etc., are generally misdemeanors or felonies and should be included.* Yes No If yes, give details _____

Note: A yes response to either of the above does not automatically disqualify a job applicant from further consideration. Each is evaluated individually, based on a number of factors including the nature of the crime, how long ago the crime and/or release from incarceration occurred, whether a sufficient or satisfactory work record had been established since the crime and/or release from incarceration, and the criteria of the position applied for.

Employment Conditions:

Would you like to be considered for short notice, short term positions? Yes No (Short notice may be as little as one day's notice and job may last for only a few days)

Do you have specific conditions in accepting a temporary position? Yes No (i.e. Has to be 40 hours; At least 3 months; etc.)

If yes, indicate conditions _____

Can you work 40 hours per week? Yes No - When can you work? Morning Afternoon Evening Not Limited to Specific Time

Skills/Experience: Check the boxes that apply to the experience you have.

- | | | | |
|---|---------------------------------------|--------------------------------------|---|
| Computer | Clerical/Secretarial | Food Service | Miscellaneous |
| <input type="checkbox"/> Word Processing | <input type="checkbox"/> Typing | <input type="checkbox"/> Wait Tables | <input type="checkbox"/> Custodial |
| <input type="checkbox"/> Spreadsheets | <input type="checkbox"/> Receptionist | <input type="checkbox"/> Bartend | <input type="checkbox"/> Mechanical |
| <input type="checkbox"/> Database Systems | <input type="checkbox"/> Filing | <input type="checkbox"/> Food Prep | <input type="checkbox"/> Heavy Equipment Operator |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Cashier | <input type="checkbox"/> Clean Up | <input type="checkbox"/> Equipment Maintenance |
| <input type="checkbox"/> Mainframe | <input type="checkbox"/> Sales Clerk | <input type="checkbox"/> Cook | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Desktop Publishing | <input type="checkbox"/> Bookkeeping | | |

Indicate software packages you are familiar with: _____

