

Mortimer & Wallace Inc.

2422 E. Sepulveda Blvd., Long Beach, CA 90810

EMPLOYMENT APPLICATION FORM

PLEASE PRINT ALL INFORMATION, EXCEPT FOR SIGNATURE

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

Name:

Last

First

Middle

Present Address:

Number

Street

City

State

Zip

Social Security No.:

Are you over 18 years of age?

Telephone:

Cell Phone:

Position Applied For:

Driver's License Number:

Salary Desired:

State of Issue:

How many hours can you work weekly?

Expiration Date:

Can you work any of the following, if necessary? (check all that apply)

OVERTIME

NIGHTS

WEEKENDS

HOLIDAYS

Employment Desired:

FULL-TIME ONLY

PART-TIME ONLY

FULL- OR PART-TIME

Date you can start work?

What is your means of transportation to work?

EDUCATION

Name & Location of School		No. of Years Completed	Major & Degree
High School			
College			
Business, Trade, or Professional School			

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COMMERCIAL TRUCK DRIVERS ONLY					
Have you had any accidents during the past three years?	How many?				
Have you had any moving violations during the past three years?	How Many?				
OFFICE SKILLS					
Typing <input type="checkbox"/> Yes _____ WPM <input type="checkbox"/> No	10-key <input type="checkbox"/> Yes _____ WPM <input type="checkbox"/> No				
Word Processing <input type="checkbox"/> Yes _____ WPM <input type="checkbox"/> No	Other Skills:				
Personal Computer <input type="checkbox"/> Yes PC <input type="checkbox"/> <input type="checkbox"/> No Mac <input type="checkbox"/>					
Please list three references, other than relatives, whom you have known at least one year.					
1.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 65%; border-bottom: 1px solid black; padding: 2px 5px;">Name:</td> <td style="width: 35%; border-bottom: 1px solid black; padding: 2px 5px;">Years known:</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px 5px;">Address:</td> <td style="border-bottom: 1px solid black; padding: 2px 5px;">Phone:</td> </tr> </table>	Name:	Years known:	Address:	Phone:
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Address:	Phone:				
CRIMINAL HISTORY					
<p>Have you ever been convicted of a felony, or a misdemeanor involving any violent act, use or possession of a weapon or act of dishonesty for which the record has not been sealed or expunged?</p> <p style="text-align: center;"><input type="checkbox"/> No <input type="checkbox"/> Yes</p>					
<p>If yes, please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. This company will not deny employment to any applicant solely because the person has been convicted of a crime. The company however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.</p>					

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Are you currently out on bail, the subject of a current warrant for arrest or released on your own recognizance pending trial?

No Yes

MILITARY SERVICE

Have you ever been in the armed forces?

Yes No

Are you now a member of the national guard?

Yes No

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.**

Job One

Name of Employer:	Name of Last Supervisor:	Employment Dates	Salary
Complete Address:		From:	Start:
		To:	Final:
Phone Number:	Your Last Job Title:		

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Job Two

Name of Employer:	Name of Last Supervisor:	Employment Dates	Salary
Complete Address:		From:	Start:
		To:	Final:
Phone Number:	Your Last Job Title:		

Reason for Leaving (be specific):

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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Job Three

Name of Employer:	Name of Last Supervisor:	Employment Dates	Salary
Complete Address:		From:	Start:
		To:	Final:
Phone Number:	Your Last Job Title:		

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to add any additional information necessary to describe your full qualifications for the specific position for which you are applying.

May we contact your present employer?

Yes No

Did you complete this application yourself?

Yes No

If not, who did?

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PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Mortimer & Wallace Inc. (hereinafter called "the Company"), 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 Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Mortimer & Wallace Inc., 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 Company. Both the undersigned and Mortimer & Wallace Inc. may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I certify that the facts contained in this application are true and complete to the best of my knowledge, and I authorize investigation of all statements contained in this application. I understand that misrepresentation, falsification, or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Company 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 Company, 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 Company 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 Company is terminable at will for any reason by either party.

Signature of Applicant

Date:

This Company 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 Company depends solely on your qualifications.

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