



Pre-Employment Job History Disclosure and Non-Driver Application for Employment

Name: _____
First Middle Last

Phone Number: (____)____-____ Social Security Number: _____-____-____

Current Address: _____
Street City State Zip Code

*If at the above residence less than three years, list below all residences for the past three years. Attach a separate sheet if necessary.

Street City State Zip Code

Street City State Zip Code

In Case of Emergency Notify: _____ Phone: (____)____-____
Name

Position applying for: _____ Temporary ___ Part Time ___ Full Time ___

Who referred you? _____ Rate of pay expected: _____

Have you worked for Mergenthaler Transfer & Storage before? _____ If yes - From _____ To _____
Year Year

Where? _____ Position held: _____

Reason for leaving? _____

Names of any relatives employed by this company: _____

Are you currently employed? _____ If yes, may we contact your current employer for references? _____

Have you ever been convicted of a felony? _____ If yes, explain: _____

Conviction of a crime is not an automatic bar to employment - all circumstances will be considered

Education & Training

Circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4

High School attended: _____
Name Address

College/Trade/Business School: _____

Area of Study: _____

Activities, hobbies or special interests: _____

Employment History

Please list all employers for the previous 5 years – use additional sheets if necessary

1. Name of employer _____ Phone Number (____) ____ - ____
 Address _____
 City _____ State _____ Zip _____
 Name of Supervisor _____ Dates of employment _____ To _____
 Job Position _____ Reason for leaving _____

2. Name of employer _____ Phone Number (____) ____ - ____
 Address _____
 City _____ State _____ Zip _____
 Name of Supervisor _____ Dates of employment _____ To _____
 Job Position _____ Reason for leaving _____

3. Name of employer _____ Phone Number (____) ____ - ____
 Address _____
 City _____ State _____ Zip _____
 Name of Supervisor _____ Dates of employment _____ To _____
 Job Position _____ Reason for leaving _____

Personal References

Names of three unrelated references who you have known for at least one year.

Name	Address/Phone Number	Business	Years Known

Notice to Applicant - Read Before Signing

Until all background information has been verified by Mergenthaler Transfer & Storage or its agent, any offer of employment that may be made is **conditional**. This means that an offer of employment may be withdrawn if the applicant does not meet company requirements or standards.

I understand that prior employers will be contacted for purposes of verifying the information given by me in this document. I give my permission for Mergenthaler Transfer & Storage or its agent, to conduct a background investigation on me. I certify that this document was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

Any conditional offer of employment or actual employment does not constitute a guarantee of continued employment.

I also understand that misrepresentation or omission of information and/or facts may result in my rejection or dismissal.

Signature _____ Date ____/____/____