

## APPLICATION FOR EMPLOYMENT

McDonough Telephone Cooperative is an equal opportunity employer. McDonough Telephone Cooperative does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from the military service or any other characeristic protected by law.

## PERSONAL INFORMATION

Name:			
First	Middle	Last	
Present Address:			
Number Street	City	State	Zip
Telephone: ()S	ocial Security Numbe	er:	
Are you eligible to work in the United States?	Yes[] No[]		
Are you over the age of 18 years?	Yes[] No[]		
Have you ever been convicted of a crime?	Yes[] No[]		
If yes, explain number of conviction(s), nature offense(s) was/were committed, sentence(s) in			ecently such
POSITION INFORMATION			
Position applied for:			
Date you can start:	Hourly Rate/Salar	y Desired:	<del></del>
Are you currently employed? Yes [ ] No [ ] I	f so, may we inquire	of your present emplo	yer? Yes [ ] No [ ]
Employment desired: [ ] Full-time only [ ] F	Part-time only [] In	ernship	
Are you able to work on weekends, holidays o	or at night? Yes[] N	o [ ] Exceptions:	
Are you available to work overtime?	Yes[] N	o [ ] Exceptions:	
Have you ever been terminated from employe	ment or asked to res	gn by an employer?	Yes[] No[]
If yes, please provide company name and det	ails:		

REFERRAL SO How did you hea	URCE ar about us? [ ] Walk In [	] Advertisement:		[ ] Referral [ ] Other
Have you ever w	vorked for this company be	efore? Yes [ ] No [ ]	Explain:	
Do you know an	yone who works for our co	ompany? Yes [ ] No	[] Who?	
EDUCATION IN	NFORMATION			
Type of School	Name of School	Location	# of Years Completed	Major & Degree
High School				
College/ University				
Business or Trade School				
DRIVING HIST	ORY			
Do you have a d	lriver's license? Yes [ ] N	0[]		
	#:		Expiration	date:
Have you had ar	ny moving violations during	g the past 3 years? Ye	es[] No[] If yes	s, how many?
<b>REFERENCES</b> Please list three	references who are not re	elatives.		
Name:	Position:			
Company:	mpany: Years Acquainted:			
Address:				
Telephone:		Email:		
Reference Type:	[] Professional [] Pers	onal		

Name:	Position:
Company:	Years Acquainted:
Address:	
	Email:
Reference Type: [ ] Professional [ ] Personal	
Name:	Position:
Company:	Years Acquainted:
Address:	
Telephone:	Email:
Reference Type: [ ] Professional [ ] Personal	
EMPLOYMENT HISTORY Please list your employment history for the past fiv	
	Phone:
	ervisor:
Your last job title:	
Reason for leaving (be specific):	
May we contact this employer for a reference? Yes List the jobs you held, duties performed, skills used worked at this company.	

Employer:	Phone:
Address:	
	Supervisor:
Your last job title:	
May we contact this employer for a referen	ce? Yes[] No[]
worked at this company.	ills used or learned, advancements or promotions while you
	Phone:
Address:	
	Supervisor:
May we contact this employer for a referen	ce? Yes[] No[]
List the jobs you held, duties performed, sk worked at this company.	ills used or learned, advancements or promotions while you

## **AUTHORIZATION AND ACKNOLWLEDGEMENT**

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that if I am employed, any false statement on this application may be grounds for dismissal.

I authorize your investigation of all statements contained in this application. I also grant you permission to contact all references listed above, and authorize them to release all information concerning my previous employment and any other pertinent information these references may have, personal or otherwise. I release all parties from all liability for any damage from furnishing this information to you.

I acknowledge that, if I am considered for employment with this company, a background check will be conducted through a third party private investigation firm and that the background check will include a criminal background check, a transcript of my driving record, and a financial background check. I understand my date of birth is needed to conduct the background check.

I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time without prior notice.

I agree to take a drug and alcohol screening test if I am offered employment.

I understand that any offers of employment will be contingent upon successfully passing a background check and drug screening. I further understand that a valid driver's license is required for employment.

Applicant Signature:	Date:
Date Of Birth:	

If you have filled out this form electronically, please email the completed form to jobs@mdtc.net