



MUTUAL MATERIALS®
Trusted Since 1900

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Name _____ Social Security Number _____
Street Address _____ City _____ State _____ Zip _____
Home Phone _____ Message Phone _____ Email Address _____
Have you ever worked at Mutual Materials before? ☐ Yes ☐ No
Is so, when? From _____ to _____ Position _____ Location _____
When can you begin work? _____ Are you seeking ☐ Part-time ☐ Full-time Do you have reliable transportation? ☐ Yes ☐ No
Who were you referred by? _____ Desired starting pay: \$ _____ Work location(s) desired _____
Are you willing to work: Overtime? ☐ Yes ☐ No Weekends? ☐ Yes ☐ No Holidays? ☐ Yes ☐ No
Have you been convicted of an offense against civil or military law or released from a prison or other detention facility in the past 7 years? (Omit offense committed before your 21st birthday, which was finally adjudicated in a juvenile court or under a youth offender law.) Note a conviction will not necessarily bar you from employment. ☐ Yes ☐ No If yes, please explain _____

SKILLS AND EXPERIENCE

Please list any special qualifications, training, education, skills, or experience that you feel would qualify you for this job.

Please list any business equipment operating abilities you have which might be useful on the job for which you are applying.

EDUCATION

	Name of School	Location	Diploma or Degree	Major
High School:				
College or University:				
Graduate School:				
Vocational:				

EMPLOYMENT HISTORY

Please do not substitute a resume, however, you may attach one to the back of this application. Include military experience as well as volunteer jobs that you wish to have considered as part of your qualifications for the position you are seeking. Explain all breaks in continuous employment.

Name of Present or Last Employer			Type of Business		Address	City	State
Start Date	End Date	Start Salary	Final Salary	Job Title	Name of Supervisor		
<input type="checkbox"/> Full - Time <input type="checkbox"/> Part - Time		Job Description and Responsibilities					
Were you fired? <input type="checkbox"/> Yes <input type="checkbox"/> No		Explain reasons/circumstances for changing or wanting to change jobs.					
May we contact this employer? Explain <input type="checkbox"/> Yes <input type="checkbox"/> No					Employer's Phone Number		

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Start Date	End Date	Start Salary	Final Salary	Job Title		Name of Supervisor		
<input type="checkbox"/> Full - Time <input type="checkbox"/> Part - Time		Job Description and Responsibilities						
Were you fired? <input type="checkbox"/> Yes <input type="checkbox"/> No		Explain reasons/circumstances for changing or wanting to change jobs.						
May we contact this employer? Explain <input type="checkbox"/> Yes <input type="checkbox"/> No						Employer's Phone Number		

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May we contact this employer? Explain <input type="checkbox"/> Yes <input type="checkbox"/> No						Employer's Phone Number		

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION

Mutual Materials is an equal opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, marital status, national origin, handicap, veteran status or sexual orientation. Interviews are given on a competitive basis, using job-related factors, after a written application has been received and reviewed. Because of the large number of applications received, not everyone who applies for a vacant position will be interviewed.

I certify that I have answered truthfully and have no knowingly withheld any information relative to my application. I understand that any misrepresentation or material omission on this application will result in my being eliminated from further consideration. I further understand that, if accepted for employment, and misrepresentation or material omission, which becomes known to Mutual Materials, will result in immediate termination of my employment.

I authorize all previous employers and supervisors, including all persons with and for whom I have worked, to give Mutual Material's representative any and all information regarding my previous employment and me. I release Mutual Materials and all previous employers and supervisors from liability for any damages that my result from furnishing information to Mutual Materials.

I authorize Mutual Materials to conduct a background check, including, but not limited to, Social Security verification check. I understand that, if selected, I will be required to provide proof of my identity and my legal right to work in the United States prior to actual employment with Mutual Materials. In consideration of my employment, I agree to conform to the instructions, guidelines and policies of Mutual Materials.

I understand that, if hired by Mutual Materials, my employment will be of indefinite duration and that either Mutual Materials or I will be free to terminate this employment relationship at will, with or without good cause, at any time. I further understand that any representations to the contrary are unauthorized and void.

Signature

Date