



MERRITT
PREFERRED COMPONENTS

EMPLOYMENT APPLICATION

It is the policy of Merritt to provide equal employment opportunities to all qualified persons and employees without regard to race, color, religion, national origin, age, sex, disability, Veteran status or other legally protected status.

General Information

DATE APPLIED:		RECRUITMENT ID:		POSITION APPLYING FOR:	
IF SELECTED, HOW SOON ARE YOU AVAILABLE FOR EMPLOYMENT? Immediately ☐ Other, specify date: _____					
NAME (LAST) (FIRST) (M.I.)			PRIMARY PHONE # ()		
ADDRESS			ALTERNATE PHONE # ()		
CITY		STATE		ZIP	
TYPE OF EMPLOYMENT DESIRED: ☐ Full-time ☐ Part-Time ☐ Temporary			DESIRED SALARY:		
WHAT DAYS AND HOURS ARE YOU NOT AVAILABLE TO WORK?					
ARE YOU WILLING TO WORK WEEKENDS?		☐ Yes ☐ No		ARE YOU WILLING TO RELOCATE?	
ARE YOU WILLING TO WORK OVERTIME?		☐ Yes ☐ No		ARE YOU WILLING TO TRAVEL?	
HAVE YOU EVER WORKED FOR Merritt OR ANY OF ITS SUBSIDIARIES? If yes, please provide dates and location(s):				☐ Yes ☐ No	
DO YOU HAVE ANY RELATIVE CURRENTLY EMPLOYED BY Merritt? If yes, please provide location, name(s), and relationship:				☐ Yes ☐ No	
ARE YOU 18 YEARS OF AGE OR OLDER?				☐ Yes ☐ No	
DO YOU HAVE A LEGAL RIGHT TO WORK IN THE UNITED STATES?				☐ Yes ☐ No	
CAN YOU VERIFY ELIGIBILITY TO WORK AS REQUIRED BY APPLICABLE LAW? (Identity and employment eligibility of all new hires will be verified as required by the Immigration Reform and Control Act of 1986)				☐ Yes ☐ No	
IF YOU ARE NOT A U.S. CITIZEN, PLEASE GIVE U.S. VISA STATUS. Type: _____					
IF THE JOB REQUIRES DO YOU HAVE A VALID DRIVER'S LICENSE?				☐ Yes ☐ No	
HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE? IF YES, PLEASE EXPLAIN BELOW: Exclude convictions for marijuana-related offenses for personal use more than two years old; convictions that have been sealed, expunged or legally eradicated, and misdemeanor convictions for which probation was completed and the case was dismissed.				☐ Yes ☐ No	
Date: _____ Offense: _____ Description: _____					
(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.)					
HAVE YOU EVER BEEN KNOWN BY ANY OTHER NAME(S) WHICH WE WILL NEED TO VERIFY INFORMATION CONTAINED IN THIS APPLICATION?				☐ Yes ☐ No	
If yes, please list: _____					
CAN YOU WITH OR WITHOUT ACCOMMODATION, PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING?				☐ Yes ☐ No	

Education & Skills

SCHOOL	NAME AND LOCATION (city, state)	DEGREE/ COURSE OF STUDY	# OF YEARS ATTENDED	GRADUATED
High School				☐ Yes ☐ No
College/University				☐ Yes ☐ No
Other: (Tech, Trade, Military)				☐ Yes ☐ No
List all applicable current licenses and/or areas of certification:				
List all equipment (office, trade, or laboratory) that you operate proficiently:				
List any training, skills, aptitudes, and qualifications that you feel are relevant to the type of employment you are seeking:				

Employment History

Complete even if you have a resume attached. List all previous employment beginning with your most current or most recent employment first. Include military experience and relevant volunteer experience.

May we contact your present employer? ☐ Yes ☐ No If you are a final candidate any previous employer may be contacted for references.

COMPANY NAME:		TELEPHONE # ()	
ADDRESS		EMPLOYED (month and year)	
IMMEDIATE SUPERVISOR AND TITLE	REASON FOR LEAVING	TO: RATE OF PAY	FROM: ENDING:
JOB TITLE AND DUTIES		START:	ENDING:
COMPANY NAME:		TELEPHONE # ()	
ADDRESS		EMPLOYED (month and year)	
IMMEDIATE SUPERVISOR AND TITLE	REASON FOR LEAVING	TO: RATE OF PAY	FROM: ENDING:
JOB TITLE AND DUTIES		START:	ENDING:
COMPANY NAME:		TELEPHONE # ()	
ADDRESS		EMPLOYED (month and year)	
IMMEDIATE SUPERVISOR AND TITLE	REASON FOR LEAVING	TO: RATE OF PAY	FROM: ENDING:
JOB TITLE AND DUTIES		START:	ENDING:
COMPANY NAME:		TELEPHONE # ()	
ADDRESS		EMPLOYED (month and year)	
IMMEDIATE SUPERVISOR AND TITLE	REASON FOR LEAVING	TO: RATE OF PAY	FROM: ENDING:
JOB TITLE AND DUTIES		START:	ENDING:
Please explain any gaps in employment:			

Notice to Applicants - Please Read Carefully, Sign and Date

1. I certify that I have made true, correct, and complete answers and statements on my employment application, any supplements to it and in any interview in the knowledge that they will be relied upon in considering my application for employment. I understand that any false or misleading information or omission will disqualify me from further consideration for employment, and may lead to my dismissal from employment, if discovered at a later date.

2. I understand that in addition to this application, the employment process may include any or all of the following procedures: testing – aptitude, personality and/or skill, multiple interviews, thorough background checks, drug screening test, post-offer pre-employment physical.

3. I understand that the Company will investigate statements contained in this application, any supplements to it and in any interview in the knowledge that they will be relied upon in considering my application for employment. In connection with my application for employment I have been requested to sign the attached authorization and disclosure pursuant to the Fair Credit Reporting Act and any similar state or local law, which authorizes Merritt and/or its agents to obtain any transcripts, records or documents or interview individuals concerning my background and fitness for the position for which I have applied.

4. I authorize without reservation, any party or agency contacted by Merritt or its authorized agent to furnish any applicable information related to this application of employment.

5. I understand that any offer of employment made to me by Merritt whether accepted or not, is contingent upon Merritt's investigation of this application, including the results of reference checks and investigative consumer reports.

6. I understand that I will also be asked to provide original documentation establishing lawful employment authorization and to certify to such, as required under the Immigration Reform and Control Act of 1986.

7. If selected for employment, I will comply with Merritt's Code of Business Conduct and all Company policies (safety, work, attendance etc.).

8. I understand that the completion of this application is not to be construed as an express or implied contract of employment or guarantee leading to employment. Furthermore, I acknowledge that Merritt follows an employment-at-will policy such that employees' or Merritt may terminate employment at any time for any reason. I understand that no Merritt employee, supervisor or manager has the authority to offer or promise anything other than at-will employment.

9. I understand that all applicants for employment are judged solely on the basis of qualification and ability without regard to age, sex, race, national origin, religion, sexual orientation, marital status, disability, veteran status or other classification(s) protected by law.

By my signature, I acknowledge having read and understood the above statements. I agree to immediately notify Merritt if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my job application is pending, or during my period of employment, if hired. I also understand that I have the right to receive a copy of this acknowledgement should I request a copy.

Signature

Date