

EMPLOYMENT APPLICATION

Monschein Industries, Inc.
Human Resources Department
6344 Roselle Ave., Suite 101
Riverbank, CA 95367
www.monscheinindustries.com

APPLICATION INSTRUCTIONS

1. All applications must be completed legibly. Please type or print your application using blue or black ink. **Failure to provide any of the required information will result in the rejection of your application.** Applications that are illegible, incomplete, or unsigned will be rejected without review.
2. If known, print or type the title of the position you are applying for in the space provided.
3. If you are applying for more than one advertised position, a separate original application is required for each job announcement.
4. Submission of the properly completed employment application is the first step in the examination process. Failure to meet all the requirements listed in the job announcement and the established class specification by the final filing date is cause for rejection. The information that you furnish will be used to determine your qualifications. List all relevant experience regardless of duration, including part-time, volunteer and military service. Be specific as to dates worked, hours per week, job title, key functions and tasks. Inconsistencies will not be investigated further and will not be considered.
5. Complete all sections of the employment application if applicable. Resumes and other relevant supportive documentation may be attached, but they will **not** be accepted in place of a properly completed Monschein Industries, Inc. employment application. Additional sheets using the same format as the application may be submitted as necessary to give a complete employment history, provided **all** fields are accounted for and complete.
6. It is the applicant's responsibility to ensure that the employment application and any required certificates are submitted at Monschein Industries, Inc.'s main office no later than the final filing date and time. Failure to provide the required documentation will disqualify you from consideration for this recruitment. Employment applications may be submitted in person or mailed to Monschein Industries, Inc. to the address listed above.
7. No materials submitted during the application process can be returned. Please make copies of any information you submit and wish to keep.
8. Answer all questions completely and accurately. All information is subject to verification. False statements may be cause for rejection of the application, removal of name from eligibility list or dismissal from position.

Personal Information We Collect From You

The types of personal information we may collect through the employment application and recruitment process can include the following categories:

- Identity Information – first name, last name, job applicant portal username and password, social number, drivers' license or other state identification number, and other similar identifying information.
- Contact Information – physical address(es), email address(es), telephone number(s), and emergency contact.
- Demographic and background information – age, gender, race, and where applicable and in accordance with applicable law, disability or military status criminal history.
- Educational information – schools attended, degrees or certifications earned, grades or class results, disciplinary records, or other education records and information.
- Prior employment Information – Current and former employer names, job title(s), and position(s) held.
- Application information – information about your application, including what position you applied for, when you applied, and the method used to apply.

All of the above information that is collected and used for the following business purposes:

- To consider job applicants and contractors for current potential future employment or engagement opportunities.
- To evaluate job applicants' employment application and corroborate the information contained in the application and any supporting documents.
- To schedule job applicants for interviews and communicate with them about their applications, proposals, and employment/engagement opportunities.
- To comply with applicable laws, regulations and legal process.
- To keep a record of our interactions and communications with job applicants.
- As otherwise necessary or useful for us in conducting our business, provided the use is permitted by law.
- For the protection of our operations, or to protect our rights, privacy, safety or property, or that of our employees or other parties.
- For any other purposes with the consent of our job applicants.

If you are offered a position with Monschein Industries Inc. the information obtained through the application process will become part of your employment record and used for employment-related purposes subject to applicable law.



Monschein Industries, Inc.

Application for Employment

Return to:

Monschein Industries, Inc.
Human Resources Department
 6344 Roselle Ave., Suite 101
 Riverbank, CA · 95367
 Phone: (209) 538-5169

PERSONNEL USE ONLY

PERSONAL DATA

LAST NAME:		FIRST NAME:		M.I.:
ADDRESS:			CITY:	STATE:
MOBILE PHONE:	OTHER PHONE:		E-MAIL ADDRESS:	
POSITION APPLYING FOR:				
Type of employment desired? <input type="checkbox"/> Full-Time <input type="checkbox"/> Part -Time <input type="checkbox"/> Seasonal		Available for shift? <input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Night		Date available to work?
				Will you work overtime if required? <input type="checkbox"/> YES <input type="checkbox"/> NO
If hired, are you legally eligible for employment in the United States: <i>(Proof of identity & eligibility will be required)?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO				
If a driver's license is required to perform your job for which you are applying, do you have a valid driver's license? <input type="checkbox"/> YES <input type="checkbox"/> NO #: _____ Class: _____ State: _____ Expiration Date: _____				Can you travel if the job requires it? <input type="checkbox"/> YES <input type="checkbox"/> NO
If hired, do you have reliable means of transportation to and from work? <input type="checkbox"/> YES <input type="checkbox"/> NO		Are you over 18 years of age? <input type="checkbox"/> YES <input type="checkbox"/> NO		Indicate languages you speak, read &/or write:
Have you ever applied at or worked for Monschein Industries, Inc.? <input type="checkbox"/> YES If yes, when: _____ <input type="checkbox"/> NO Position: _____		Do you have any relatives or friends who work at Monschein Industries, Inc.? <input type="checkbox"/> YES If yes, name: _____ <input type="checkbox"/> NO Relationship: _____		
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? <i>(Note: We comply with the ADA and consider reasonable accommodation, measures that may be necessary for eligible applicants and employees to perform essential job functions. Hire may be subject to passing a medical examination, skills, and agility tests.)</i>				<input type="checkbox"/> YES <input type="checkbox"/> NO
Were you ever terminated from employment or forced to resign because of misconduct or unsatisfactory performance? If yes, please explain below. <input type="checkbox"/> YES <input type="checkbox"/> NO REASON: _____				

EDUCATION, TRAINING AND CERTIFICATIONS

	NAME OF SCHOOL	CITY/STATE	MAJOR/SUBJECT	NO. OF YEARS COMPLETED	DEGREE(S)
HIGH SCHOOL			Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> GED		
COLLEGE/ UNIVERSITY					
OTHER					

CERTIFICATES/LICENSES: List other valid certificates and/or licenses you hold that relate to your qualifications for this position.

CERTIFICATE/LICENSE	ISSUING AUTHORITY/STATE	CERT./LIC. #	EXP. DATE

REFERENCES

Give the names of three persons that are not related to you and are not a previous employer, whom you have know more than three years.

NAME	ADDRESS	OCCUPATION	YEARS KNOWN	TELEPHONE NUMBER

EMPLOYMENT HISTORY

INSTRUCTIONS:

1. List your most recent to oldest employment or related volunteer experience and account for **all time periods** during the past 10 years. Attach additional sheets as necessary.
2. If you want to elaborate on your experience, a resume or supplemental information may be attached but **will not** be acceptable as a substitute for completing this section in full.

EMPLOYER'S NAME:	TELEPHONE NUMBER:	EMPLOYED (MONTH/YEAR):
		FROM: TO:
ADDRESS OF EMPLOYER:		REASON FOR LEAVING:
TITLE OF YOUR POSITION:	SUPERVISOR'S NAME:	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO
DESCRIBE YOUR DUTIES:		

EMPLOYER'S NAME:	TELEPHONE NUMBER:	EMPLOYED (MONTH/YEAR):
		FROM: TO:
ADDRESS OF EMPLOYER:		REASON FOR LEAVING:
TITLE OF YOUR POSITION:	SUPERVISOR'S NAME:	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO
DESCRIBE YOUR DUTIES:		

EMPLOYER'S NAME:	TELEPHONE NUMBER:	EMPLOYED (MONTH/YEAR):
		FROM: TO:
ADDRESS OF EMPLOYER:		REASON FOR LEAVING:
TITLE OF YOUR POSITION:	SUPERVISOR'S NAME:	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO
DESCRIBE YOUR DUTIES:		

IMPORTANT, PLEASE READ AND SIGN

Monschein Industries, Inc. is an equal opportunity employer. Monschein Industries, Inc. does not discriminate in employment on account of 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 military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Monschein Industries, Inc. to hire me. If I am hired, I understand that either Monschein Industries, Inc. or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Monschein Industries, Inc. has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Monschein Industries, Inc. true and complete information on this application. No requested information has been concealed. I authorize Monschein Industries, Inc. to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate termination.

Signature of Applicant

Date