## Application for Employment

EQUAL OPPORTUNITY EMPLOYER

This application is considered current for 90 days. At the end of this period, should you still wish to be considered for employment, it will be necessary for you to fill out a new application form.

In order to provide a Drug Free Safe Work Environment, applicants, as a condition of employment, must satisfactorily complete a urine screen test to determine the presence of certain illegal/misused substances.

Date: mm/dd/yyyy

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name *(last, first, middle)*: | | | | | | | | | Click to type | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address: | | | Click to type | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | |  | | |  | | | | | | |  | | | | |  | | |
| City: | Click to type | | | | | | | | | | | | | | | State: | | Choose a state | | | | | | | | Zip Code: | | | | Click to type | | | |
|  | | | | | |  | | | | | | | | | |  | | | | | |  | | | | | | | | | | | |
| Home Phone: | | | | | (123)-456-7890 | | | | | | | | | | | Alternate Phone: | | | | | (123)-456-7890 | | | | | | | | | | | | |
|  | | | | | | | | | | |  | | | | |  | | | | | | |  | | | | | | | | | | |
| Social Security Number: | | | | | | | | Click to type | | | | | | | | | | | | Salary Desired | | | | | | Click to type | | | | | | | |
|  | | | | | | | | | | | | | |  | | | | | |  | | | | | | | | | | | | |  |
| Are you 18 years of age or older? | | | | | | | | | | | | Yes  No | | | | | | | | If No, what is your date of birth? | | | | | | | | | | | | mm/dd/yyyy | |
|  | | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | |  | | | |
| Position(s) applying for: | | | | | | | | Click to type | | | | | | | | | | | | Date available for work: | | | | | | | | | mm/dd/yyyy | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are you applying for  Full Time  Part Time or  Temporary Employment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Have you been convicted of a felony in the last seven years?  Yes  No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *(A felony conviction is not an automatic disqualification of employment. In the state of Illinois, applicants should not disclose any information regarding criminal arrest or conviction records that have been expunged or sealed.)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If Yes, explain: | | | | | | Click to type | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| If employed, can you provide proof of authorization to work in the U.S.? | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | |  | |
| Have you worked for this company before? | | | | | | | | | | | | | | | Yes  No | | | | | | | | If yes, when? | | | | | Click to type | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Have you filed an application for employment with this company before? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes  No | | | | | | | If yes, when? | | | | | | Click to type | | | | | | | | | | | | | | | | | | | | |

Summarize any special skills or qualifications that you acquired through employment or other experience that are applicable to the job that you are applying for (such as military training):

|  |
| --- |
|  |
| Click to type |
|  |
| Click to type |
|  |
| Click to type |

**Work History**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employer: | | | Click to type | | | | | | | | | | | | | Title: | | | | Click to type | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Start Date: | | | mm/dd/yyyy | | | | End Date: | | | | | mm/dd/yyyy | | | | Address: | | | | Click to type | | | | | | | |
|  | | | | | | |  | | | | |  | | | | |  | | | | | |  | |  | | |
| City: | Click to type | | | | | | | | | | | | State: | | Choose a state | | | | | | | | Zip Code: | Click to type | | | |
|  | | | | |  | | | | | | |  | | | | | | |  | | | | | | | | |
| Supervisor: | | | | Click to type | | | | | | | | | Phone Number: | | | | | (123)-456-7890 | | | | | | | | | |
|  | | | | | | | | |  | | |  | | | | | | | | |  | | | | | | |
| Responsibilities: | | | | | | Click to type | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | |  | | |  | | | | | | | | | | | |  | |
| May we contact your supervisor? | | | | | | | | | | Yes  No | | | | Reason for leaving: | | | | | | | | Click to type | | | | | |
|  | | | | | | | |  | | | | | |  | | | | | | | | | |  | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employer: | | | Click to type | | | | | | | | | | | | | Title: | | | | Click to type | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Start Date: | | | mm/dd/yyyy | | | | End Date: | | | | | mm/dd/yyyy | | | | Address: | | | | Click to type | | | | | | | |
|  | | | | | | |  | | | | |  | | | | |  | | | | | |  | |  | | |
| City: | Click to type | | | | | | | | | | | | State: | | Choose a state | | | | | | | | Zip Code: | Click to type | | | |
|  | | | | |  | | | | | | |  | | | | | | |  | | | | | | | | |
| Supervisor: | | | | Click to type | | | | | | | | | Phone Number: | | | | | (123)-456-7890 | | | | | | | | | |
|  | | | | | | | | |  | | |  | | | | | | | | |  | | | | | | |
| Responsibilities: | | | | | | Click to type | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | |  | | |  | | | | | | | | | | | |  | |
| May we contact your supervisor? | | | | | | | | | | Yes  No | | | | Reason for leaving: | | | | | | | | Click to type | | | | | |
|  | | | | | | | |  | | | | | |  | | | | | | | | | |  | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employer: | | | Click to type | | | | | | | | | | | | | | | Title: | | | | Click to type | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Start Date: | | | mm/dd/yyyy | | | | | End Date: | | | | | mm/dd/yyyy | | | | | Address: | | | | Click to type | | | | | | | | | |
|  | | | | | | | |  | | | | |  | | | | | |  | | | | | | |  | | |  | | |
| City: | Click to type | | | | | | | | | | | | | State: | | Choose a state | | | | | | | | | | Zip Code: | | Click to type | | | |
|  | | | | |  | | | | | | | |  | | | | | | | |  | | | | | | | | | | |
| Supervisor: | | | | Click to type | | | | | | | | | | Phone Number: | | | | | | (123)-456-7890 | | | | | | | | | | | |
|  | | | | | | | | | |  | | |  | | | | | | | | | |  | | | | | | | | |
| Responsibilities: | | | | | | Click to type | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | |  | | |  | | | | | | | | | | | | | | |  | |
| May we contact your supervisor? | | | | | | | | | | | Yes  No | | | | Reason for leaving: | | | | | | | | | | Click to type | | | | | | |
|  | | | | | | | | |  | | | | | |  | | | | | | | | | | | | |  | | | |
| School | | | | | | | Name/Location of School | | | | | | | | | | Number Years Completed | | | | | | | Did you Graduate | | | Course or Degree | | | | |
| Grammar | | | | | | | Click to type | | | | | | | | | | Click to type | | | | | | | Click to type | | | Click to type | | | | |
| High School | | | | | | | Click to type | | | | | | | | | | Click to type | | | | | | | Click to type | | | Click to type | | | | |
| College/University | | | | | | | Click to type | | | | | | | | | | Click to type | | | | | | | Click to type | | | Click to type | | | | |
| Other (Technical) | | | | | | | Click to type | | | | | | | | | | Click to type | | | | | | | Click to type | | | Click to type | | | | |

List special accomplishments, publications, or awards. (Exclude any information, which would reveal sex, race, religion, national origin, ancestry, disability, or other protected status):

|  |
| --- |
| Click to type |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Have you had or do you have any relatives working for Miner Enterprises? | | | | | Yes  No | | |
| Name and relationship: | | Click to type | | | | | |
|  | | | | | | | |
| Referred by: | Ad | | Agency | Friend | | Relative | Other | |

In consideration of my employment by the Company, I agree not to reveal to any person, unless specifically authorized by the Company, any information concerning the Company’s inventions, patents, processes, secrets and in general any of its confidential affairs or information; in furtherance of this promise I agree to deliver promptly to the Company at termination of employment, or at any other time Company may request, without retaining any copies, notes, or excerpts thereof, all memoranda, diaries, notes, records, plats, sketches, plans, specifications or other documents relating, directly or indirectly, to any Confidential Information made or compiled by, or delivered or made available to, or otherwise obtained by me. I also agree to assign, and hereby do assign, to the Company, its successors or assigns the entire right, title and interest in and to any inventions or improvements that I may make either solely or jointly with others during my employment by the Company, or within two years after termination of such employment, which inventions or improvements relate to the business of the Company during my employment. I also agree, at any time at the request of the Company and for the consideration of the above-mentioned, to execute any papers relating to such inventions or improvements, as well as any papers that the Company may consider necessary or helpful in the prosecution of application for patents thereon in this and all foreign countries and/or which may relate to any litigation to be borne by the Company.

In consideration of my employment by the Company, I shall execute and abide by an “employee invention and confidential agreement.”

I further agree, upon termination of my employment with the Company, not to enter into any agreement with a subsequent employer or unrelated third party that would prevent my compliance with my aforesaid obligation.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material on this application or document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize Miner Enterprises to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize my former employers to disclose to the Company information related to my work record, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employer, and all other persons or organizations, from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that nothing contained in the application or conveyed during any interview, which may be granted, is intended to create any employment contract between the Company and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promise or representations contrary to the foregoing are binding on the Company unless made in writing and signed by me and the Company’s Vice-President, Administration.

