



MEI

TOTAL ELEVATOR SOLUTIONS

19336 607th Ave Mankato, MN 56001
Ph (507) 245-3060 Fax (507) 245-4198

It is the policy of MEI-Total Elevator Solutions to provide equal employment opportunities without regard to race, color, creed, religion, sex, national origin, age, disability, marital status with regard to public assistance, sexual orientation, or any other basis prohibited by law.

PERSONAL

NOTE: If you require more space than provided, please attach separate sheets.

Name		Todays Date	
Street	City	Applying for	
State	Zip	Social Security Number	Referred by
If you lived at the above address less than 12 months, list previous address:			
Home Phone	Best Time to Call	Business Phone	Best Time to Call
Are you legally authorized to accept employment in this country? Yes <input type="checkbox"/> No <input type="checkbox"/> (Proof of citizenship or immigration status will be required upon employment)			
If employed and you are under 18, can you furnish a work permit? Yes <input type="checkbox"/> No <input type="checkbox"/> Permit # _____		Do you have adequate means of transportation to get to work on time each day and when called in on short notice? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you been convicted of any criminal offense other than traffic violations? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, give date and detail of each conviction. (A conviction record is not an automatic ban to employment. The nature of the crime will be considered in relation to the position for which you are applying): _____ _____			
Date you can begin work	Hours you are available to work	Hours you prefer to work	Will you work overtime when scheduled or requested? Yes <input type="checkbox"/> No <input type="checkbox"/>
Would you accept part-time work? Yes <input type="checkbox"/> No <input type="checkbox"/>	Would you accept temporary work? Yes <input type="checkbox"/> No <input type="checkbox"/>	Can you work weekends whenever scheduled or requested? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Special skills you possess (Electrical, Mechanical, Clerical, Technical, Computer): _____ _____ _____			

If applying for an office position:

Typing – Approximate WPM _____

Dictation Skills? Yes No

Computer Skills? Yes No

Describe:

Business Machines you can operate:

EDUCATION

Name and Location	Major Subject	Did you Graduate? List Degree Received
High School		
College		Degree
Special Schooling or Training		

(Amount of education considered necessary will vary according to job applied for)

EMPLOYMENT (Start With Most Recent)

List all previous employers for whom you have worked during the last five years. Explain any lapses between times when employed.

From	To	Employer
Location:		Phone #:
Final Position:		
Supervisor:		
Final Salary / Wages:		Reasons for Leaving
From	To	Employer
Location:		Phone #:
Final Position:		
Supervisor:		
Final Salary / Wages		Reasons for Leaving
From	To	Employer
Location:		Phone #:
Final Position:		
Supervisor:		
Final Salary / Wages		Reasons for Leaving
From	To	Employer
Location:		Phone #:
Final Position:		
Supervisor:		
Final Salary / Wages		Reasons for Leaving

Comments regarding lapses in employment, if applicable:	
Have you ever been discharged from a job or forced or asked to resign? Yes <input type="checkbox"/> No <input type="checkbox"/>	
When?	Describe circumstances:
Make any comments you feel we should know when we contact your previous employers:	

REFERENCES

List the name and current address of four individuals (no relatives or former employers) who can provide a personal reference.

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>

I hereby state that the information given by me in this application is true in all respects. I understand that if I am employed and the information is found to be false in any respect, I will be subject to dismissal without notice at any time. I hereby authorize my former employers to release information pertaining to my work record, my work habits, and my work performance while in their employ and I hereby release the Company and all former employers and references from any liability for what they say about me or my job performance. I hereby authorize the individuals listed as personal references to release any personal information that may pertain to my work habits or work performance, including my prior personnel records.

I understand and agree that any employee handbook which I may receive will not constitute an employment contract, but will be merely a general statement of MEI-Total Elevator Solutions current policies.

I UNDERSTAND AND AGREE THAT IF I AM OFFERED EMPLOYMENT BY MEI-TOTAL ELEVATOR SOLUTIONS, MY EMPLOYMENT WILL BE FOR NO DEFINITE TERM AND THAT EITHER I, OR MEI-TOTAL ELEVATOR SOLUTIONS WILL HAVE THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. I ALSO UNDERSTAND THAT THIS STATUS CAN ONLY BE ALTERED BY A WRITTEN CONTRACT OF EMPLOYMENT WHICH IS SPECIFIC AS TO ALL MATERIAL TERMS AND IS SIGNED BY ME AND THE PRESIDENT OF THE COMPANY.

DATE

SIGNATURE