



Please Print *(Incomplete information could disqualify you from further consideration)*

Name _____ *(Should match Social Security Card)*
 Last First Middle

Address _____
 Number Street Apartment Number

Address _____
 City State Zip Code

Primary Phone _____ Alternate Phone _____

Email Address _____

Are you 18 years of age or older? Yes No If no, can you furnish proof of age? _____

Job(s) Applying For _____

Date Available _____ Wage Expected _____ per _____

Only U.S. Citizens or Aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, provide genuine documentation establishing your identity and eligibility to be legally employed in the United States? Yes No

Can you work any shift? Yes No Can you work overtime, including weekends? Yes No

Can you perform the essential functions of the position with or without reasonable accommodation for which you are applying? Yes No

If no, please explain (If you have any questions as to what functions are applicable to the position for which you are applying, please ask the interviewer before you answer this question).

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? Yes No

If yes, explain:

How did you hear about us? Walk In Advertisement Referral-Who? _____
 Website Other _____

Have you ever worked for this company before? Yes No (If yes, please complete the next two lines)

Dates of Employment _____ - _____ Department/Project _____

Reason for Leaving _____

Please list any friends and/or relatives working for Manning Safety Services, Inc. and their relationship to you.

Name _____ Relationship _____

Name _____ Relationship _____

1. Have you ever been convicted of a felony? Yes No
2. Have you ever been convicted of a misdemeanor? Yes No
3. Have you ever been convicted of any crime related to theft or dishonesty, or involving acts of violence? Yes No

(Answering "Yes" to any of the above questions does not necessarily disqualify the applicant from consideration for employment with Manning Safety Services, Inc. Manning Safety Services, Inc will consider the offense for which you were convicted, the circumstances surrounding the conviction, and the date of the conviction as important factors in making its hiring decision. Falsifying any information regarding criminal conviction will disqualify the applicant from employment consideration.)

If you answered "Yes" to any of the above conviction questions, please explain

Give the names of three professional references, which you have known at least three (3) years.

	Name	Address, Phone, Email	Company	Years Acquainted
1				
2				
3				

Type of School	Name of Institution City/State	Dates Attended		Graduated? Yes/No	Date of Graduation	Degree or Diploma	Major
High School		Fr		<input type="checkbox"/> Yes			
		To		<input type="checkbox"/> No			
College		Fr		<input type="checkbox"/> Yes			
		To		<input type="checkbox"/> No			
Other		Fr		<input type="checkbox"/> Yes			
		To		<input type="checkbox"/> No			

Include your last three (3) employers, including periods of unemployment, starting with the most recent and working backwards in time.
(Incomplete information could disqualify you from further consideration)

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize job responsibilities	
Ending Salary		Reason for leaving	
\$	Per		
From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize job responsibilities	
Ending Salary		Reason for leaving	
\$	Per		
From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize job responsibilities	
Ending Salary		Reason for leaving	
\$	Per		

Please Read Carefully Before Signing

Information Accuracy

By signing below, I certify that the answers and information, whether set out above, attached to this Employment Application, or provided to Manning Safety Services, Inc. as a part of my application process, are true, accurate and complete to the best of my knowledge. I understand that if any such information is not true, accurate and complete, I may be disqualified from further consideration for employment, or, if discovered at a later date, dismissed from employment. I authorize Manning Safety Services, Inc. to investigate all statements contained in this application for employment, and to investigate my character and qualifications. I authorize my prior employers, references, and others with information regarding my work, educational history, or my character, to provide Manning Safety Services, Inc. all requested information and reference, and to cooperate fully with the investigation of my character and qualifications. I further release all the sources referenced (and all their employees, officer, directors and agents, and Manning Safety Services, Inc. (and its employees, officer, directors and agents) of all the claims and liability for any damage resulting from their furnishing any information, whether I agree or disagree with the content of the disclosed information. Thus, I understand that if any of the reference sources discloses information which I believe to be erroneous, I cannot bring any legal action against that source or Manning Safety Services, Inc. regarding the disclosure of the information.

Background Check & FCRA

In consideration for employment, Manning Safety Services, Inc. may obtain a consumer report, including a report from the Department of Motor Vehicles (if applying for a driver's position), and/or background reports, which may include any criminal conviction records from any federal, state or local law enforcement agency or court, as a part of the process of considering my candidacy. In the event that information from the report is utilized in whole, or in part, in making an adverse decision with regard to my potential employment, before making the adverse decision, Manning Safety Services, Inc. will provide me with a copy of the report and a description, in writing of my rights under The Fair Credit Reporting Act. (The Fair Credit Reporting Act defines specific rights in dealing with consumer reporting agencies. You may request a summary of these rights from Manning Safety Services, Inc. at this time, if you wish.) I further release Manning Safety Services, Inc. (and all their employees, officer, directors and agents) and any law enforcement agency from any and all liability for any damages resulting from furnishing any criminal conviction information, whether I agree or disagree with the contents of the information.

Employment At-Will

I understand that this application is not a contract of employment. I also acknowledge that no oral representations have been made, that no one within Manning Safety Services, Inc. has the authority to make oral contracts whatsoever. I understand that if Manning Safety Services, Inc. makes an offer of employment, my employment is terminable at-will, with or without cause, by either myself or Manning Safety Services, Inc. at any time.

Policy Compliance

I understand that Manning Safety Services, Inc.'s Drug-Free Workplace Policy (you may request a copy of this policy if you wish) applies to all applicants and employees, if I am employed. I understand that after I submit this application, I am required to report to Manning Safety Services, Inc. in writing within five days of a drug conviction, and I acknowledge that failure to do so will result in my not being considered for any job with Manning Safety Services, Inc. in the future. If I am employed by Manning Safety Services, Inc., and in return for such employment, I agree to comply with all policies and procedures of Manning Safety Services, Inc., including the rules and regulations set forth in any handbook, manual, policy, or any other communication. I also agree to submit to any lawful drug, polygraph, or integrity testing that may be required as a condition of employment, and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge. I understand that any offer of employment would be contingent on my ability to produce documentation required by law to verify my identity and either U.S. citizen status or authorization to work in the U.S. Nothing herein creates a promise of employment, nor does it change the at-will nature of my employment if I am employed.

BY MY SIGNATURE BELOW, I HEREBY AUTHORIZE MANNING SAFETY SERVICES, INC. TO OBTAIN A CONSUMER REPORT AND/OR AN INVESTIGATIVE REPORT TO CONSIDER ME FOR EMPLOYMENT. I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE STATEMENTS AND UNDERSTAND THEM, AND AGREE TO ALL CONDITIONS AND STATEMENTS SET FORTH ABOVE.

Signature of Applicant _____

Date _____