

**MORGAN CITY CORPORATION
EMPLOYMENT APPLICATION**

PERSONAL INFORMATION

Name: _____ Date _____

Address: _____

Phone: _____ Social Security Number _____

WORK PREFERENCE

Kind of work desired: _____ Salary or pay you expect _____

Describe your prior experience in the kind of work you want: _____

Describe any formal schooling or training for this work: _____

List any licenses, security or bonding clearance or certificates you may have: _____

Office skill (typing, machine operation, etc.): _____

Referral Source: Friend Relative Employment Agency Other--- State name of agency/individual: _____

Availability for Work

Date available for work _____ Full time Part time Temporary
shifts or times: you will work: Day Afternoon Graveyard Rotating
 Weekends Holidays

Will you work daily overtime on occasion if necessary? Yes No

Will you work extra days in the week if necessary? Yes No

Do you have any continuing military obligations such as National Guard or Reserve which might affect your work schedule? Yes No

Do you plan to work elsewhere or attend school while working here? Yes No

Use additional sheets for any explanations you may wish to give about answers given below:

PRESENT EMPLOYMENT

Are you presently employed? Yes No

How much advance notice do you wish to give to your present employer? _____

Do you authorize us to contact your present employer as a reference? Yes No

PERSONAL HEALTH

If offered a position, your employment may be conditioned upon the results of medical examination, drug testing, and job-related physical ability testing. _____

PRIOR EVENTS

Have you ever worked for this agency before? Yes No

Do you authorize us to contact your previous employers for references? Yes No

Have you earned any pension or retirement credits other than Social Security in any prior employment? Yes No

Have you ever been discharged for cause? Yes No

Do you have any friends or relatives working for this company? _____

Hobbies/Interests _____

EDUCATION AND TRAINING

If this information is included on an attached resume, please disregard this section.

HIGH SCHOOL

Name of Last High School _____ Location _____

Circle highest year completed 1 2 3 4 5 6 7 8 9 10 11 12 Average GPA ____ Date left ____

Special Courses (typing, technical, etc.) _____

COLLEGE OR UNIVERSITY

Name _____ Location _____

Years attended _____ Degree _____ Date left _____

Major subject _____ GPA _____

OTHER SCHOOL (GRADUATE, TRADE SCHOOL, CORRESPONDENCE, ETC.)

Name _____ Location _____

Length of course _____ Was course completed: _____ Date _____

Subject _____ Scholarship Average _____

EMPLOYMENT HISTORY

COMPLETE THIS SECTION even if you have attached a resume. Give a complete account of your full-time employment, including military service. BEGIN ON THE FIRST LINE WITH YOUR PRESENT OR MOST RECENT POSITION AND WORK BACKGROUND.

Employer _____ Supervisor's name _____

Address _____ Phone _____

Main duties _____

From _____ To _____ Starting pay _____ Leaving pay _____

Why did you leave? _____

Employer _____ Supervisor's name _____

Address _____ Phone _____

Main duties _____

From _____ To _____ Starting pay _____ Leaving pay _____

Why did you leave? _____

Other positions and periods of unemployment

Employer _____ Main duties _____

From _____ To _____ Pay _____ Why you left _____

Employer _____ Main duties _____

From _____ To _____ Pay _____ Why you left _____

Certificate of Applicant

All information on this form is true and correct to the best of my knowledge. I understand that any omission or misrepresentation of information may cause my application to be rejected or, if I am hired, may cause me to be terminated. I authorize any employer accepting this application and any person, organization, former employer or other entity listed in this application to ask or answer any and all questions about me and I agree not to sue and to hold harmless any person or entity that provides information or expresses an opinion about me or my performance. I understand that this document is an application for employment and not an offer to employ me. I understand that if I am employed, my employer may terminate me at any time without reason or explanation. If hired, I agree to protect the confidentiality of any confidential information I obtain as a consequence of my employment. If hired, I agree that the value of any advance payment, property issued me, or other debt I owe my employer shall be due upon termination of my employment and may be deducted from wages or other payments owed me at the time of such termination.

APPLICANT'S SIGNATURE

DATE

MORGAN CITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER