



MANUFACTURERS RESERVE SUPPLY, INC.

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT)

Name _____ Position Applied For: _____
(Last Name) (First) (Middle Initial)

Address: _____
(Street) (City) (State & Zip)

Home Phone: _____ Mobile: _____ Email: _____

Have you ever been employed by MRS before? (Y/N): _____

If Yes list dates: _____ Position Held: _____ Reason for Leaving: _____

How did you learn about us?

☐ Advertisement ☐ Agency ☐ Referral (Name) _____ ☐ Other _____

EMPLOYMENT HISTORY

Start with most recent job. Please attach a copy of your resume.
(Attach additional pages, if needed)

EMPLOYER	Dates Employed	Position Held
Name:	From: To:	
Street Address:		
City: State: Zip Code:		Reason for Leaving
Phone:		

EMPLOYER	Dates Employed	Position Held
Name:	From: To:	
Street Address:		
City: State: Zip Code:		Reason for Leaving
Phone:		

EMPLOYER	Dates Employed	Position Held
Name:	From: To:	
Street Address:		
City: State: Zip Code:		Reason for Leaving
Phone:		

EDUCATION

School	Name and Address of School	Course of Study	Years Completed	Diploma / Degree Attained
High School				
Undergraduate College				
Graduate / Professional				
Other (Specify)				

MILITARY SERVICE RECORD

Have you ever served in the armed forces? ____YES ____NO If Yes, which branch did you serve? _____

What was your highest rank? _____

REFERENCES

Give the names of three people not related to you, whom you have known at least one year.

Name	Company / Title	Phone Number	How Acquainted?	Years Acquainted

APPLICANT'S CERTIFICATION AND AGREEMENT

PLEASE READ AND SIGN BEFORE SUBMITTING THIS APPLICATION

I understand that the information in this application will be used and that prior employers will be contacted for purposes of verifying accuracy of information and for Truck Drivers, as required by 391-23 of the Federal Motor Carrier Regulations. It is agreed and understood that the employer or his agents may investigate the applicant's background to ascertain and all information of concern to applicant's record, whether same is of record or not, and applicant releases employers and persons named herein from liability for any damages on account of his furnishing such information. Furthermore, in making this application for employment I understand that an investigation may be made whereby information is obtained through personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors, or others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living, whichever may be applicable. I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation in compliance with Section 606 (A) (1) of the Fair Credit Reporting Act.

Drivers / Sales / Any Positions that require you to drive a Company vehicle or your personal vehicle as part of the normal scope of the position: I hereby authorize Manufacturers Reserve Supply and/or its agents to make an independent investigation and to obtain a copy of my motor vehicle driving abstract, for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment now, and if applicable, during the tenure of my employment with Manufacturers Reserve Supply.

The applicant agrees to furnish such additional information and complete such examinations as may be required to complete his/her employment file. I understand that certain positions will require membership into the Union as per the Collective Bargaining Agreement in place with the Company.

It is agreed and understood that any misrepresentations of information given above shall be considered an act of dishonesty. I understand that Manufacturers Reserve Supply does not unlawfully discriminate in employment and no question on the application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND WILL BE REQUIRED TO COMPLETE A PROBATIONARY PERIOD, AND, FURTHER THAT ANY TIME DURING THE PROBATIONARY PERIOD OR THEREAFTER, MY EMPLOYMENT MAY BE TERMINATED AT WILL FOR ANY REASON BY EITHER PARTY, WITH OR WITHOUT NOTICE.

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

Signature of Applicant

Date