



## EMPLOYMENT APPLICATION

### EQUAL OPPORTUNITY EMPLOYER

Mars Supply is committed to providing equal opportunity to all qualified employees without regard to race, color, religion, gender, national origin, age, physical or mental disability, status with regard to public assistance, membership or activity in a local commission, status as a military veteran, or marital status. Qualifications for employment and promotion are based upon ability to perform the job, as well as dependability and reliability once hired.

### SOME FACTS ABOUT MYSELF

LAST NAME:

FIRST NAME:

MIDDLE NAME:

ADDRESS:

CITY:

STATE:

ZIP:

HOME PHONE:

WORK and/or CELL PHONE:

E-MAIL ADDRESS:

### The position I would like to be considered for:

- |  |   |
|--|---|
| <input type="checkbox"/> Account Manager (Outside Sales)       | <input type="checkbox"/> Marketing                          |
| <input type="checkbox"/> Accounts Payable/Receivable           | <input type="checkbox"/> Purchasing/Buyer/Inventory Control |
| <input type="checkbox"/> Administrative Assistant/Receptionist | <input type="checkbox"/> Warehouse/Delivery                 |
| <input type="checkbox"/> Customer Service (Inside Sales)       | <input type="checkbox"/> OTHER: _____                       |

### JOB POSITION INFORMATION

My pay expectations are:

I am interested in working:

☐ Full-time ☐ Part-time

I am interested in working  
\_\_\_\_\_ hours per week.

I am available to begin work:

I have worked for the Mars Supply previously

☐ YES ☐ NO If YES, when? \_\_\_\_\_

I learned about Mars Supply from:

## MY EDUCATIONAL BACKGROUND

SCHOOL	NAME & LOCATION OF SCHOOL	COURSE OF STUDY	NO. OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE / DIPLOMA
Elementary				<input type="checkbox"/> YES <input type="checkbox"/> NO	
High School				<input type="checkbox"/> YES <input type="checkbox"/> NO	
College				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Other				<input type="checkbox"/> YES <input type="checkbox"/> NO	

Are you under 18 years of age: ☐ YES ☐ NO

Are you legally eligible to work in the United States? ☐ YES ☐ NO  
*(Proof of citizenship or immigration will be required upon employment)*

## MY OFFICE SKILLS

(Place an "X" next to your current skills)

<input type="checkbox"/> Data Entry <input type="checkbox"/> PC <input type="checkbox"/> Word Processing	<input type="checkbox"/> Microsoft Access <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Microsoft PowerPoint <input type="checkbox"/> Microsoft Word	<input type="checkbox"/> 10-key by Touch <input type="checkbox"/> Typing WPM _____ <input type="checkbox"/> OTHER: _____
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## WHERE I HAVE WORKED

May we contact your current employer?

☐ YES ☐ NO

<b>1</b>	Company Name (most recent / current employer)	Telephone: ( ) -
	Address:	Dates worked: ____ / ____ to ____ / ____  <input type="checkbox"/> FT <input type="checkbox"/> PT Hours per week: _____
	My immediate supervisor was:	Paid <input type="checkbox"/> HR <input type="checkbox"/> WK Other: _____ Starting Pay _____ Ending Pay _____
	My title was: _____ I was responsible for (list) _____ _____ _____	The reason I left was: _____ _____ _____ _____

2	Company Name	Telephone: (      )      -
	Address:	Dates worked: ____ / ____ to ____ / ____  <input type="checkbox"/> FT <input type="checkbox"/> PT   Hours per week: _____
	My immediate supervisor was:	Paid <input type="checkbox"/> HR <input type="checkbox"/> WK   Other: _____ Starting Pay _____ Ending Pay _____
	My title was: _____ I was responsible for (list) _____ _____ _____	The reason I left was: _____ _____ _____
3	Company Name	Telephone: (      )      -
	Address:	Dates worked: ____ / ____ to ____ / ____  <input type="checkbox"/> FT <input type="checkbox"/> PT   Hours per week: _____
	My immediate supervisor was:	Paid <input type="checkbox"/> HR <input type="checkbox"/> WK   Other: _____ Starting Pay _____ Ending Pay _____
	My title was: _____ I was responsible for (list) _____ _____ _____	The reason I left was: _____ _____ _____
4	Company Name	Telephone: (      )      -
	Address:	Dates worked: ____ / ____ to ____ / ____  <input type="checkbox"/> FT <input type="checkbox"/> PT   Hours per week: _____
	My immediate supervisor was:	Paid <input type="checkbox"/> HR <input type="checkbox"/> WK   Other: _____ Starting Pay _____ Ending Pay _____
	My title was: _____ I was responsible for (list) _____ _____ _____	The reason I left was: _____ _____ _____

## DID I MENTION?

Occasionally it may be difficult for an applicant to adequately summarize their complete background. To assist us in finding the proper position for you in our company, use the space below to summarize any additional information necessary to describe your full qualifications.

[illegible]

## MY SIGNATURE

I hereby declare that the information provided by me in this Application for Employment is true, correct, and complete to the best of my knowledge. I understand that if I am employed by Mars Supply, any misstatement or omission of fact on this application may be considered sufficient cause for my not being hired or cause for dismissal if I am already hired.

I understand that acceptance of an offer does not create a contractual obligation upon Mars Supply to continue to employ me in the future and that if I am hired, my employment can be terminated by me or by Mars Supply with or without notice, at any time, with or without cause, for any reason. Any employment relationship is of an "at will" nature.

I hereby authorize Mars Supply to investigate and verify the information that I have provided on this Application of Employment. I also authorize the education institutions, current and previous employers, military services and personal references to disclose to Mars Supply information about my education, employment history, military service and other background and they are hereby released from all liability for issuing such information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## TO BE COMPLETED BY EMPLOYER

Interviewer(s)	Date Interviewed	Position Interviewed For:	Interview Method	Notes
			<input type="checkbox"/> phone <input type="checkbox"/> group <input type="checkbox"/> personal	
			<input type="checkbox"/> phone <input type="checkbox"/> group <input type="checkbox"/> personal	