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| --- | --- | --- |
| MO_LOGO | Application for EmploymentP.O. Box 879 Aiea, Hawaii 96701Ph: (808) 423-0507 Fax: (808) 454-0638Website: [www.ussmissouri.org](http://www.ussmissouri.org) Email: bigmo@ussmissouri.org | **Date:** |
| **Job/ Position you are applying for: (req’d)****\_\_\_\_\_Casual \_\_\_\_\_P/T \_\_\_\_\_F/T**  |
| **How did you hear about this job?** |

 **General Information:**

|  |  |
| --- | --- |
| Name (First, MI, Last) | E-mail Address |
| Address | Telephone # |
| City State Zip Code |

 **EMPLOYMENT RECORD:** STARTING WITH present or MOST RECENT, list all previous employers. Include self-employment,

military service, summer, and part-time jobs. Please attach additional sheets if necessary, following the same format.

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address of Former Employer | DatesEmployed | Position & Duties | Reason for Leaving |
| **Company Name**  Phone | From ToM/Yr. M/Yr. |  |  |
| No. & Street |  |  |  |
| City & State Zip |  | Supervisor’s Name |  |
| **Company Name**  Phone | From ToM/Yr. M/Yr. |  |  |
| No. & Street |  |  |  |
| City & State Zip |  | Supervisor’s Name |  |
| **Company Name**  Phone | From ToM/Yr. M/Yr. |  |  |
| No. & Street |  |  |  |
| City & State Zip |  | Supervisor’s Name |  |
| **Company Name**  Phone | From ToM/Yr. M/Yr. |  |  |
| No. & Street |  |  |  |
| City & State Zip |  | Supervisor’s Name |  |

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 Original: employee file Employee Application Form cc: hiring manager, job file

 **PROFESSIONAL REFERENCES: (**Not relatives)

|  |  |
| --- | --- |
| Name | Occupation |
| Address | Telephone No. |
| Name | Occupation |
| Address | Telephone No. |

 **EDUCATION: Name of School Address of School No. of Yrs. Degrees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Elementary |  |  |  |  |
| Junior High/Intermediate |  |  |  |  |
| High School |  |  |  |  |
|  College |  |  |  |  |
| Other (tradeSchool, etc.) |  |  |  |  |

 **MEDICAL INFORMATION:**

|  |
| --- |
| **After an offer of employment is made, but before employment duties begin, applicants may be required to undergo a physical or medical examination at Company expense and by a Company-chosen physician, with the offer of employment conditioned on the result of such examination. Employees, at any time during the course of their employment, may be required to undergo a medical examination at Company expense and by Company-chosen physician. I authorize the physician conducting the examination and any laboratory testing any specimen obtained by the physician to disclose the results of the examination and the laboratory test to the Company.** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Applicant’s Initials****Are you able to perform the essential functions of this job with \_\_\_\_\_ OR without \_\_\_\_\_ reasonable accommodation?**  |

 **OTHER:**

|  |
| --- |
| Do you know anyone presently working for our company? If so, who? |

 **NOTE:**

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| It is the policy of this company to hire only U.S. citizens and aliens who are authorized to work in this country. (As a condition of employment, you will be required to produce original documents establishing your identity and authorization to work, and to complete the U.S.Immigration and Naturalization Service’s Form I-9.) |

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| **I certify that all statements made on this application are true and complete to the best of my knowledge. I understand that my application will not be considered if it is incomplete. Further, I understand that any misrepresentation or omission when discovered, will subject me to discharge and I hereby authorize any investigation of the above or related work experience, education, or reputation information for purposes of consideration of my application for employment.****This application is not a contract and cannot create a contract. I understand that if I am employed, my employment is “at will” and can be terminated at any time, either by myself or the Company, with or without cause or reason and with or without notice.** **Application date Applicant’s Signature** |

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 Original: employee file Employee Application Form cc: hiring manager, job file