

Mendocino Private Industry Council, Inc.

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

Mendocino Private Industry Council, Inc. (MPIC) considers all applications without regard to race, color, religion, sex, age, national origin, sexual orientation, marital or veteran status, or the presence of a non job-related mental or physical disability. MPIC complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction where it maintains facilities. MPIC also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the Americans With Disabilities Act and applicable state and local laws.

Thank you for considering employment with Mendocino Private Industry Council, Inc. To make the application process as easy as possible please read and follow these instructions.

Name _____

Position Applied For _____

INSTRUCTIONS (Read Carefully):

1. Please answer all questions and provide enough detail to allow for full review and evaluation. Please type or print in dark (blue or black) ink.

COMPLETE ALL SECTIONS - THIS APPLICATION IS PART OF THE EXAMINATION PROCESS.

2. A resume may accompany your completed application form.
DO NOT SUBMIT A RESUME IN PLACE OF COMPLETING ANY PART OF THIS APPLICATION.
3. Use a separate application for each job title. Applications and attachments will not be returned.
4. Inquiry may be made of your former and current employers or the last school you attended regarding your performance record. Please provide the name and phone number of each supervisor on your application form.

Please attach any additional information to your application which you feel will help us in our evaluation of your qualifications. Before you submit your application, recheck your application to make sure that it is correct and complete. Thank you for your interest in employment with Mendocino Private Industry Council, Inc.

TURN THIS PAGE TO COMPLETE APPLICATION

(PLEASE TYPE OR PRINT)

MPIC 202 (01-14-2005)

Referral Source Advertisement Friend Relative Walk-in
 Employment Agency Other _____

Name _____

Full Address _____

Telephone _____

If employed and you are under the age of 18, can you furnish a work permit? Yes No

Are you employed now? Yes No If yes, may we contact your present employer? Yes No

Are you related to any current MPIC employee? Yes No

Name of person related to _____ Relationship _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?

Yes No (*Proof of citizenship or immigration status will be required upon employment*)

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift work Temporary

Are you willing to work overtime as necessary? Yes No

Are you on layoff or subject to recall? Yes No

Is there anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you have applied? Yes No If yes, please explain: _____

Have you ever been convicted of a felony by any court? Yes No If "YES", please give date and nature of the offense below. (Convictions are evaluated for each position and are not necessarily disqualifying.) _____

(Convictions for marijuana related offenses that are more than two years old need not be listed)

Can you travel if a job requires it? Yes No

Do you have a valid driver's license? Yes No

Number _____ Expiration Date _____

EDUCATION (*Please indicate if another name was used for school attendance*)

	Elementary	High School	College/University	Grad/Professional
School Name City/State				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Course of Study				
Summarize extra curricular activities, honors received, specialized training, apprenticeships, or special skills and qualifications acquired from employment or other experience such as business machines you can operate, typing speed, steno speed, computer software hardware knowledge, other languages spoken.				

EMPLOYMENT EXPERIENCE: Please give enough information to allow for review and evaluation of work experience and abilities. List the positions you have held starting with your most recent job. Include relevant volunteer experience and

military service assignments. If you were employed under another name, write in the name by which you were known to your employer. You may exclude organization names which indicate race, color, religion, gender, national origin, disability or other protected areas. If additional space is needed, attach a sheet of paper. This section must be fully completed. **A resume may be attached but will not be accepted in place of this section.**

Employer	Telephone	Dates Employed		Responsibilities
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				
Employer	Telephone	Dates Employed		Responsibilities
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				
Employer	Telephone	Dates Employed		Responsibilities
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				
Employer	Telephone	Dates Employed		Responsibilities
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				

(Turn page for pre-employment statement)

AN EQUAL OPPORTUNITY EMPLOYER

Pre-employment Statement - Please Read Carefully, Initial Each Paragraph and Sign Below:

_____ Initial I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ Initial I hereby authorize the agency to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the agency any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the agency, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ Initial In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of the agency and to provide information for compliance with the Immigration Reform and Control Act.

_____ Initial I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the agency. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of myself or the agency, and that no promises or representations contrary to the foregoing are binding on the agency unless made in writing and signed by me and the agency's Executive Director.

_____ Date _____ Applicant's Signature

Return to: Mendocino Private Industry Council, Inc.
631 South Orchard Avenue
Ukiah, CA 95482
Attn: Judy Armstrong

Telephone: (707) 467-5900
Fax: (707) 467-5901
TDD: 1-800-735-2929

Employment at the Mendocino Private Industry Council, Inc. is employment at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the agency.

**EQUAL OPPORTUNITY EMPLOYER/PROGRAM
AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS
WITH DISABILITIES**