



EMPLOYMENT APPLICATION

Monroe Association for ReMARCable Citizens: 1401 Seminary Street, Key West, FL 33040 305-294-9526

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION DATE: _____

PERSONAL

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip Code)

Home Phone _____ Cell Phone _____ E-Mail _____

Are you lawfully authorized to work in the United States? Yes No

Whom may we contact in the event of Emergency? Name _____ Phone: _____

Do you have a Driver License? Yes No If yes, in What State? _____ Exp. Date _____

Is your Driving history clean? Yes No If no, explain _____

Have you ever been convicted of a felony? Yes No If yes, explain _____

JOB INTERESTS / SKILLS

Position(s) applying for _____ Wage desired \$ _____

Have you applied for a position at the MARC before? Yes No If yes, when? _____

Have you ever worked for the MARC before? Yes No If yes, when? _____

Type of employment requested Full Time Part Time Temporary Summer

Date you would be available to begin working? _____

Can you travel if a job requires it? Yes No

How did you learn about us? _____

Summarize special skills or qualifications _____

EDUCATION

TYPE OF SCHOOL	NAME, CITY AND STATE	COURSE OF STUDY	# OF YEARS	GRADE AVERAGE	MAXIMUM GRADE	DEGREE, DIPLOMA, CERTIFICATE AND HONORS RECEIVED
HIGH SCHOOL						
COLLEGE / UNIVERSITY						
OTHER EDUCATION						

**** ALL 4 PAGES OF THE APPLICATION MUST BE COMPLETELY FILLED OUT IN ORDER TO BE CONSIDERED FOR EMPLOYMENT. AN ATTACHED RESUME DOES NOT SUPPLANT COMPLETING THE FORM.****

ADDITIONAL INFORMATION

Describe specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

Indicate any foreign languages you can speak, read, and/or write.

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications.

State any additional information you feel may be relevant to the job(s) in which you are applying for.

SPECIALIZED SKILLS

_____ CRT	_____ Fax	Production/Mobile Machinery (list): _____	Other _____
_____ P C	_____ Excel	_____	_____
_____ Calculator	_____ MS Word	_____	_____
_____ Typewriter WPM	_____ MS Access	_____	_____
_____ MS PowerPoint	_____ Any accounting software		

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EMPLOYMENT HISTORY LIST IN DATE ORDER, MOST RECENT FIRST

I

Name of Employer _____ Phone: _____

Address _____
(Street) (City) (State) (Zip Code)

Supervisor's name and title _____

Your Title _____

Employed From _____ To _____ Starting Wage \$ _____ Ending Wage \$ _____

Describe work performed _____

Reason for leaving _____

II

Name of Employer _____ Phone: _____

Address _____
(Street) (City) (State) (Zip Code)

Supervisor's name and title _____

Your Title _____

Employed From _____ To _____ Starting Wage \$ _____ Ending Wage \$ _____

Describe work performed _____

Reason for leaving _____

III

Name of Employer _____ Phone: _____

Address _____
(Street) (City) (State) (Zip Code)

Supervisor's name and title _____

Your Title _____

Employed From _____ To _____ Starting Wage \$ _____ Ending Wage \$ _____

Describe work performed _____

Reason for leaving _____

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PERSONAL REFERENCES

	NAME/ADDRESS	RELATIONSHIP	DAY TIME PHONE	EVENING PHONE
1				
2				
3				

ACKNOWLEDGEMENT

I certify that I have completed this application and the information provided by me is correct to the best of my knowledge. I understand that any falsification of this application, whether willingly or accidental, is grounds for disqualification of employment consideration, or dismissal from employment if I am hired.

I authorize the MARC Inc. to contact any and all of the references and employers listed on this application so that employment related information and character references may be obtained.

I release any mentioned references and employers and the MARC Inc. from any and ALL liability of any damages that may result from information disclosed.

I understand that evidence of adverse driving history and/ or length of driving history may not solely exclude me from employment consideration at MARC Inc., however, I understand that if I am applying for a position that requires driving for MARC Inc., I may not be eligible for hire.

I understand that evidence of criminal history may not solely exclude me from employment consideration at MARC Inc., however, certain positions require that I am able to satisfy the background level 2 screening requirements of the APD (Agency for Persons with Disabilities) and DCF (Department of Children and Families) to be eligible for hire.

I understand that if I am applying for a position that requires proof of education, High School Diploma/ GED/ Professional Certifications and/or College Degrees, such correspondence must be provided to permit hire.

I am aware that verification of eligibility to work in the United States must be satisfied for hire.

Applicant's Signature

Date

Revised 10/03/2016

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