

**MUNS SERVICES, LLC**  
**205 CARY DRIVE**  
**BEECH ISLAND, SC**  
**29842**  
**803-827-1572**

# APPLICATION FOR EMPLOYMENT



NOTICE: Applicant should read the following information carefully before filling out any of the questions in this form. Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in employment because of race, color, sex, religion, or national origin. Typed application preferred.

## PERSONAL INFORMATION

	Date	Social Security Number			Last
Name	Last	First	Middle	Maiden	
Mailing Address	Street/P.O. Box	City	County	State	Zip
Street Address	Street	City	County	State	Zip
Phone No. ( )	Mobile No. ( )	Other ( )			
In case of emergency, please notify:	Name: _____	Address: _____			
	Phone#: ( ) _____	Relationship: _____			

If hired, can you provide proof that you are eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	If hired, can you provide proof that you are 18 years of age or older (if requested)? <input type="checkbox"/> Yes <input type="checkbox"/> No
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State name and department of any relatives already employed by this company

Referred by: \_\_\_\_\_

## EMPLOYMENT DESIRED

Position	Date You Can Start	Salary Desired
Preferred Shift	Preferred Status:	
<input type="checkbox"/> Day <input type="checkbox"/> Night <input type="checkbox"/> Open	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	

Are you willing to work Overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you willing to work weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you available for Out-of-Town jobs? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Are You Employed Now?	If So, May We Inquire of Your Present Employer?
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Have You Ever Worked for This Company Before?	Where	When
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Have You Applied with This Company Before?	When
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Last

First

Middle

**EDUCATION**

Name and Location of School

Last Year  
CompletedDid You  
Graduate?Subjects Studied/Degree(s)  
Received

High School			Yes No	
College			Yes No	
Trade, Business or Correspondence School			Yes No	

Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Expires \_\_\_/\_\_\_/\_\_\_

Ever Suspended or Revoked? \_\_\_\_\_ CDL? \_\_\_\_\_

Do you have reliable transportation to/from work?  Yes  NoHave you ever been convicted of a Felony?  Yes  No

If yes, are you still on probation or parole? \_\_\_\_\_

**MILITARY SERVICE**

Branch of Service: \_\_\_\_\_

Discharge Date: \_\_\_\_\_

Presently in National Guard or Reserves?  Yes  No

**EMPLOYMENT HISTORY** List COMPLETELY the Last Four Employers, Starting with Last One First.

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From	Supervisor/Phone#:			
To				
From	Supervisor/Phone#:			
To				
From	Supervisor/Phone#:			
To				
From	Supervisor/Phone#:			
To				

Are you willing to take a physical examination and/or drug test at our expense?  Yes  No

**READ CAREFULLY:**

I authorize investigation of all statements contained in this application. I certify that all information submitted by me is true and complete, and I understand that false statements, misrepresentations, or omission of facts are causes for rejection of application. Further, I understand and agree that any potential employees of Muns Services are considered at-will and Muns Services retains the right to terminate employment at any time.

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Signature \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY \_\_\_\_\_ DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

REMARKS \_\_\_\_\_

Neatness		Character	
Personality		Ability	

Hired \_\_\_\_\_ For Dept. \_\_\_\_\_ Position \_\_\_\_\_ Will Report \_\_\_\_\_ Salary Wages \_\_\_\_\_

Approved: 1. \_\_\_\_\_ 2. \_\_\_\_\_

H.R. Manager

Department Manager