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EMPLOYMENT APPLICATION

Applications are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

PERSONAL INFORMATION:

Date _____ Start Date _____

() Full Time () Part Time () Temporary Position Applying for: _____

Name: _____

Business Name: _____ Type of Business: _____

Street Address: _____ Phone: _____

City/State/Zip: _____ SSN: _____

How lucky in life do you consider yourself to be on a scale from 1 – 10? _____

Example: 1 = “I don’t know why but bad things always seem to happen to me.”

5 = “I’m about as lucky as the average person.”

10 = “I don’t know why, but good things always seem to happen to me.”

Have you ever been convicted of or charged with a felony or misdemeanor: () Yes () No If yes, please explain the details in full, including dates, details of offense(s) charged, jurisdiction and disposition of case:

Have you, or any person or entity with whom you have been associated with, filed for bankruptcy, been declared bankrupt or insolvent or been the subject of any receivership proceedings within the last 7 years?

() Yes () No

If Yes, please provide full details, including dates, places, amounts involved and disposition:

If you could be a super hero who would you be and why?

EDUCATION:

Schools/Colleges Attended:	# Years	Year Grad	Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If you entered a room and a theme song played, what would your song be and why?

EMPLOYMENT/WORK EXPERIENCE: Start with your present or most recent position. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, sex or national origin.

Employer: _____
Job Title: _____ Supervisor: _____
Street Address: _____
City/State/Zip: _____ Phone: _____
Describe Duties/Responsibilities/Accomplishments: _____

Reason for Leaving: _____
Dates of Employment (Month/Year): From _____ To _____

Employer: _____
Job Title: _____ Supervisor: _____
Street Address: _____
City/State/Zip: _____ Phone: _____
Describe Duties/Responsibilities/Accomplishments: _____

Reason for Leaving: _____
Dates of Employment (Month/Year): From _____ To _____

Employer: _____
Job Title: _____ Supervisor: _____
Street Address: _____
City/State/Zip: _____ Phone: _____
Describe Duties/Responsibilities/Accomplishments: _____

Reason for
Leaving: _____
Dates of Employment (Month/Year): From _____ To _____

BUSINESS REFERENCES: Please provide individual and company names, position, addresses and phone numbers for 3 business references.

Name: _____
Company: _____
Street Address: _____
Position: _____
City/State/Zip: _____ Phone: _____

Name: _____
Company: _____
Street Address: _____
Position: _____
City/State/Zip: _____ Phone: _____

Name: _____
Company: _____
Street Address: _____
Position: _____
City/State/Zip: _____ Phone: _____

PERSONAL REFERENCES: Please provide names, addresses, phone numbers, relationship and how long known for 3 personal references.

Name: _____
Relationship: _____
Street Address: _____
How long: _____
City/State/Zip: _____ Phone: _____

Name: _____
Relationship: _____
Street Address: _____
How long: _____
City/State/Zip: _____ Phone: _____

Name: _____
Relationship: _____
Street Address: _____
How long: _____
City/State/Zip: _____ Phone: _____

SPECIAL SKILLS: Describe any special skills or qualifications for this work:

If you could invite any two people to lunch, who would you invite and why? (from the past or present, real or fictional)

I CERTIFY that the above answers are true and complete to the best of my knowledge. I authorize _____, to investigate any statement contained in this application, and to obtain a credit report on me (and my company if this application is for reselling by a company) as necessary to determine my qualifications. I understand that this application is not and is not intended to be any kind of contract or agreement. In the event of employment, I understand that any false or misleading information given in my application, correspondence, discussions or interview may result in immediate termination. I understand also, that I am required to abide by all rules, regulations and policies of _____.

Signed: _____

Date: _____

FOR OFFICE USE ONLY:

Arrange Interview: () Yes () No Date: _____ Place: _____

Notes:

Approved: () Yes () No Date: _____

By: _____