

McKINNON AND HARRIS, INC.
APPLICATION FOR EMPLOYMENT

McKinnon and Harris is an equal opportunity employer. All hiring decisions and terms and conditions of employment are based on nondiscriminatory factors without regard to race, color, sex/gender, religion, national origin, disability, genetic information, or status as a protected veteran, or any other class protected by law. If you require assistance applying for any currently open position, please contact us at 804-358-0644.

Please Print

GENERAL INFORMATION			
Last Name, First Name, Middle Initial	Social Security Number XXX-XX-____ (last 4 digits)	Date of Application	
Mailing Address (No., Street, City, State, Zip)	Email Address		
Street Address (if different)	Home Telephone	Mobile Telephone	
Pay Expectations	Applying for <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		
Date Available	How did you hear about this job?		
Position(s) Applying For	Have You Applied Before? <input type="checkbox"/> Yes <input type="checkbox"/> No Date: Position:	Have You Worked Here Before? <input type="checkbox"/> Yes <input type="checkbox"/> No Date: Position:	
Can You Work Overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can You Work Weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can You Work Holidays? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Shift You Would Accept <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> Rotating <input type="checkbox"/> Weekends <input type="checkbox"/> All shifts			
Are You Willing to Travel? <input type="checkbox"/> Yes <input type="checkbox"/> Out of town <input type="checkbox"/> Overnight <input type="checkbox"/> No			
EDUCATION			
Highest Grade Completed High School <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> General Equivalency Diploma	Name and Location of School		
Highest Grade Completed College <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 Major Degree Received	Name and Location of School		
Other Degrees, Special Schools/Courses/Qualifications			
LICENSES			
Licenses, certificates, or other authorization to practice trade or profession:	License Number	State	Expiration Date
For positions that will require driving on Company business as an essential job function:			
Driver's License Type	License Number	Granted by (licensing authority)	Expiration Date

EMPLOYMENT – Starting with most recent, list all paid, unpaid/volunteer, and military employment for at least the last ten (10) years and explain any periods of unemployment. You must complete this section even if attaching a resume.

May we ask your present employer about your character, qualifications, and employment record? A “No” will not affect your consideration for employment opportunities. Yes No

1	Dates of Employment (Month and Year) From _____ To _____	Average Hours Per Week	Starting Pay	
	Position Title	Number of Employees Supervised	\$ _____	Per _____
Name of Employer and Complete Mailing Address		Type of Business		
		Name of Supervisor	Telephone Number	
		Email Address		
Reason for Leaving		If Your Name Has Changed, Your Name at the Time You Were Employed		
Description of Duties, Responsibilities, and Accomplishments				

2	Dates of Employment (Month and Year) From _____ To _____	Average Hours Per Week	Starting Pay	
	Position Title	Number of Employees Supervised	\$ _____	Per _____
Name of Employer and Complete Mailing Address		Type of Business		
		Name of Supervisor	Telephone Number	
		Email Address		
Reason for Leaving		If Your Name Has Changed, Your Name at the Time You Were Employed		
Description of Duties, Responsibilities, and Accomplishments				

3	Dates of Employment (Month and Year) From _____ To _____	Average Hours Per Week	Starting Pay	
	Position Title	Number of Employees Supervised	\$ _____	Per _____
Name of Employer and Complete Mailing Address		Type of Business		
		Name of Supervisor	Telephone Number	
		Email Address		
Reason for Leaving		If Your Name Has Changed, Your Name at the Time You Were Employed		
Description of Duties, Responsibilities, and Accomplishments				

OTHER INFORMATION	
1. Are you at least 18 years old? If under 18, hire is subject to verification that you have a valid work permit.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. If hired, can you provide written evidence that you are legally eligible for employment in the U.S.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do you have a reliable means of transportation to and from work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have you ever been fired or forced to resign from any job for any reason or have you ever quit a job after being notified that you would be fired? This does not automatically eliminate you from employment consideration. The circumstances, time elapsed, and employment record may be considered. If yes, explain where, when, situation:	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Have you ever been convicted of a crime? "Convicted" is generally defined as having been found guilty by verdict of a judge or jury, having entered a plea of guilty or no contest, or having been given probation, a suspended sentence or a fine. All felony and misdemeanor convictions and all convictions in State and Federal courts are criminal convictions and must be disclosed. Disclosure of such convictions is required even if you did not spend any time in jail and/or were not required to pay a fine. You may omit: (1) any charges that were dismissed or result in acquittal; (2) any conviction that has been set aside, vacated, annulled, expunged, or sealed; (3) any offense that was finally adjudicated in a juvenile court or juvenile delinquency proceeding; and (4) any charges that resulted only in a conviction of a non-criminal offense. If yes, state the nature of the crime(s), when and where convicted, and disposition of the case: This does not automatically eliminate you from employment consideration. The date and nature of the offense, the surrounding circumstances, and the relevance of the offense to the position(s) applied for may be considered. However, failure to be completely truthful and accurate about such circumstances may cause you to be disqualified from employment consideration.	<input type="checkbox"/> Yes <input type="checkbox"/> No

ACKNOWLEDGEMENT – Please read carefully. By signing below you acknowledge:

I have personally completed this application. I have not knowingly withheld any information that might adversely affect my chances for employment. The answers are true and correct to the best of my knowledge. 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.

I understand that substance abuse testing will be required if an offer of employment is made, and during the course of employment, as a condition of my employment.

I understand that unless employment at the Company is covered under an Employment Agreement that notes a specific term of employment, then it is considered "employment at will." "Employment at will" is employment for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company.

I authorize the Company to thoroughly investigate my references, work record, education, criminal history, and other matters related to my suitability for employment. I authorize the references I have listed to disclose to the Company any and all information related to my work records, without giving me prior notice of such disclosure. In addition, I release the Company, my former employers and all other persons and organizations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. Any offer of employment is subject to satisfactory results of these investigations.

If employed with the Company, I agree to comply with the work instructions, policies, and procedures set forth by the Company and understand that these are subject to change, as necessary, at any time.

	Your Signature		Date	
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