



Opening Doors. Enriching Lives.

APPLICATION FOR EMPLOYMENT

MARC is an Equal Opportunity employer. MARC complies with laws relating to discrimination against qualified applicants or employees in hiring or in any decision affecting job status or pay, based on sex, race, religion or atheism, color, national origin or ancestry, citizenship status, age, handicap/disability, marital status, source of income, arrest record, conviction record, credit history, less than honorable discharge, physical appearance, sexual orientation, gender identity, genetic identity, political beliefs, familial status, student status, domestic partner status, receipt of rental assistance, the fact that the person declines to disclose their social security number, homelessness, unemployment status, or other applicable protected classes.

PLEASE PRINT OR TYPE

Position(s) Applying For		Date of Application		
Last Name	First Name		Middle Initial	
Address	Street	City	State	Zip Code
Telephone		Email		
Referred by MARC Employee (Name):				

If you are under the age of 16, can you provide a work permit through the WI Dept of Workforce Development? Yes No

Have you ever filed an application with MARC before? Yes No
If Yes, please give date _____

Have you ever been employed with MARC before? Yes No
If Yes, please give dates _____

Due to a Work Visa, do you have the legal right to work in the United States or need sponsorship due to Immigration Status? Yes No
Proof of employment eligibility will be required upon employment.

Are you currently on "lay-off" status and subject to recall? Yes No

Date Available for Work: _____

Desired Hours (min and max): _____

Have you been convicted of a felony within the last 3 years or are you subject to a pending criminal charge? Yes No
Conviction or arrest history will not necessarily disqualify an applicant from employment.

If Yes, please explain: _____

EDUCATION

	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DIPLOMA/ DEGREE
HIGH SCHOOL				
COLLEGE				
OTHER (SPECIFY)				

SKILLS - Please indicate your experience:

- Computer Skills Yes No Phone Systems Yes No
 Outlook Email Yes No Online Payroll Systems Yes No
 Microsoft Word Yes No Other: _____
 Microsoft Excel Yes No

PET COMPANION PROGRAM

MARC has a Pet Companion program, where staff with pets can bring that pet a few times per week.

Are you comfortable with animals? Yes No Allergies to animals? Yes No

EMPLOYMENT - List your four most recent employers, starting with your current or last job.

Employer Name		Dates Employed		Work Performed
Address		From	To	
Phone #	Job Title			
Supervisor	Reference Contact and Phone Number	Starting	Final	
May we contact the above supervisor/employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Reason for Leaving				

EMPLOYMENT - Continued:

Employer Name		Dates Employed		Work Performed
Address		From	To	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Phone #	Job Title			
		Hourly Wage/Salary		
Supervisor	Reference Contact and Phone Number	Starting	Final	
May we contact the above supervisor/employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Reason for Leaving				

Employer Name		Dates Employed		Work Performed
Address		From	To	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Phone #	Job Title			
		Hourly Wage/Salary		
Supervisor	Reference Contact and Phone Number	Starting	Final	
May we contact the above supervisor/employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Reason for Leaving				

Employer Name		Dates Employed		Work Performed
Address		From	To	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Phone #	Job Title			
		Hourly Wage/Salary		
Supervisor	Reference Contact and Phone Number	Starting	Final	
May we contact the above supervisor/employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Reason for Leaving				

Please state any additional information you feel may be helpful to MARC in considering your application.

Considering the job description and requirements of the position for which you are applying, are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? *(If no job description has been presented to you, please obtain one from the person conducting your interview before answering.)* YES NO

REFERENCES

1. _____ (_____) _____
Name Phone #
_____ Personal Professional
Address

2. _____ (_____) _____
Name Phone #
_____ Personal Professional
Address

3. _____ (_____) _____
Name Phone #
_____ Personal Professional
Address

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for my employment as may be necessary in arriving at an employment decision.

I hereby authorize my former employer(s) and educational institution(s) to release all employment related information to MARC.

This application for employment shall be considered active for a period of time not to exceed 90 days.

Any applicant wishing to be considered for employment beyond that time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with MARC is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause.

It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of MARC.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of MARC.

Signature of Applicant

Date