

## EMPLOYMENT APPLICATION

Company to Which You are Applying:      Materials Marketing                      AJ Brauer Stone                      Design & Direct Source

Physical Address / Location of Potential Position: \_\_\_\_\_

*Materials Marketing and any of its affiliates is an Equal Opportunity Employer and comply with all applicable Federal, State and local laws concerning discrimination in employment. No question in this Application is intended to elicit information in violation of any such law, nor will any information obtained in response to any question be used in violation of any such law. We comply with the law regarding reasonable accommodations for disabled applicants. Applicants who require reasonable accommodation to participate in the interview process should contact the Human Resources Representative to arrange for such accommodation.*

*Materials Marketing is a drug free workplace and believes in providing a safe environment for all employees; therefore, all new employees will be required to successfully complete and pass a pre-employment drug test before they are permitted to begin working for the Company.*

### PERSONAL INFORMATION

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

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

How Did You Hear About Our Organization: \_\_\_\_\_

Position Desired: \_\_\_\_\_

Wages Desired: \_\_\_\_\_

In Case of Emergency Notify: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Other: \_\_\_\_\_

Do you have any friends or relatives who work for the Company?

Yes                      No

If yes, please list their name(s) and location(s) of employment: \_\_\_\_\_

Are you legally eligible to be employed in the United States? (Proof of identity and eligibility required upon employment)

Yes                      No

Are you over the age of 18 years? (If no, you will be required to provide authorization to work)

Yes                      No

For purposes of employment verification, have you been employed under another name?

Yes                      No

If yes, please list the name(s): \_\_\_\_\_

Have you worked for MML or any of its subsidiaries before?

Yes                      No

If yes, please list job title, location and employment dates: \_\_\_\_\_

Are you available to work:

Full-Time      Part-Time      Temporary      Overtime      Weekends      Hours Available: \_\_\_\_\_

## EMPLOYMENT APPLICATION

### EDUCATION HISTORY

SCHOOL	ADDRESS	COURSE OF STUDY	YEARS COMPLETED	DEGREE RECEIVED
GRADUATE WORK				
COLLEGE/UNIVERSITY				
VOCATIONAL/TRADE SCHOOL				
HIGH SCHOOL				

Have you completed any special courses, seminars, and/or training that would enable or enhance your ability to perform the position for which you are applying?

Yes                      No

If yes, please describe: \_\_\_\_\_

May we contact your current employer?

Yes                      No

### EMPLOYMENT HISTORY - Starting With Most Recent

EMPLOYER NAME AND ADDRESS			TELEPHONE NUMBER	
POSITION	START DATE	END DATE	SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING
DESCRIBE THE WORK PERFORMED				
EMPLOYER NAME AND ADDRESS			TELEPHONE NUMBER	
POSITION	START DATE	END DATE	SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING
DESCRIBE THE WORK PERFORMED				
EMPLOYER NAME AND ADDRESS			TELEPHONE NUMBER	
POSITION	START DATE	END DATE	SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING
DESCRIBE THE WORK PERFORMED				

**EMPLOYMENT APPLICATION**

**PROFESSIONAL REFERENCES (Excludes Relatives)**

NAME	RELATIONSHIP	TELEPHONE NUMBER(S)	EMAIL ADDRESS
NAME	RELATIONSHIP	TELEPHONE NUMBER(S)	EMAIL ADDRESS
NAME	RELATIONSHIP	TELEPHONE NUMBER(S)	EMAIL ADDRESS

**IMPORTANT: PLEASE READ AND SIGN**

*I certify that the answers given by me to the foregoing questions and the statements made by me in this Employment Application are correct and complete. I understand that, if I become employed, any material misrepresentation or omission of fact in this Application or in any resume or other materials submitted in connection with this Employment Application shall be grounds for my discharge from employment.*

*I authorize Material Marketing, Ltd., as part of its evaluation of my suitability for employment, to verify all education, training and professional licensure/certification/registry claimed by me and to secure from my previous employers and references information concerning my professional accomplishments, skills, work characteristics and ability. I further authorize Materials Marketing, Ltd. to secure from the appropriate sources information concerning criminal convictions and agree to execute the written authorizations necessary for Materials Marketing, Ltd. to obtain access to and copies of records pertaining to the above information. For these purposes, a photocopy of my signature which appears below shall serve in the same capacity as an original.*

*In compliance with the federal Immigration Reform and Control Act, I certify that, if hired, I will provide, within three (3) business days from the date my employment begins, proof of my identity and eligibility for employment in the United States.*

*I understand that this Employment Application is not a contract for employment and that, if I am employed, employment with Materials Marketing, Ltd. is "at will." This means that both Materials Marketing, Ltd. and I each retain the right to terminate my employment for any or no reason with or without cause or notice at any time. I also understand that no representative of Materials Marketing, Ltd., other than its Chief Executive Officer or a duly authorized representative of the Chief Executive Officer, and then, only in writing, has the authority to enter into any agreement for employment for any specified time or to make any agreement contrary to this understanding.*

*Further, I understand that, if I am employed, all materials, equipment and space allocated to me for the performance of my duties, as well as my own personal property brought onto Materials Marketing's premises, may be inspected as deemed necessary by Materials Marketing, with or without notice, at its sole discretion.*

*I also understand that, upon the commencement of my employment or during the period of my employment, I may be required to sign as a condition of my employment certain standard agreements protecting Materials Marketing, Ltd. confidential/proprietary information, trade secrets and customer/client relationships.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR COMPANY USE ONLY</b>	
Approved by: _____	Date: _____
Authorized by: _____	Date: _____