



MANAGEMENT SERVICES CORPORATION
801 East Wayne Avenue
Wooster, Ohio 44691
330-263-2660

Application for Employment:

Date of Application: _____

Position Applied For: _____

Name: _____

Address: _____

Contact Information:

Home: _____

Cell: _____

Other: _____

Email Address: _____

Availability:

Do you wish to work (circle one or both): Full Time Part Time

Are you available to work weekends? Yes No

Please list the hours for which you are available each day:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

When are you available to begin work? _____

Desired salary: _____

Have you been convicted of a felony in the last 5 years? *(Note: Conviction does not automatically eliminate a candidate; however incorrect information on an application could result in termination from employment)* Yes *(please explain)*

Are you under 18 years of age? Yes No
(Note: Those under 18 years of age will be required to provide a work permit outlining age and eligibility to work if offered employment)

U.S. Citizen? Yes No
If not, do you have the legal right to work in the U.S.A.? Yes No
(Note: Proof of citizenship or immigration status will be required upon employment)

Do you have a valid Ohio Driver's License? Yes No

Employment Experience:

Beginning with your most recent or present employer, please list the requested information (use additional paper if necessary):

| | |
|-------------------------|---------------------------------|
| Company Name | Telephone |
| | |
| Address | Employment Dates (month & year) |
| | |
| Supervisor name & title | Pay rate: Starting Ending |
| | |
| Position and Duties | Reason for leaving |
| | |
| Company Name | Telephone |
| | |
| Address | Employment Dates (month & year) |
| | |
| Supervisor name & title | Pay rate: Starting Ending |
| | |
| Position and Duties | Reason for leaving |
| | |
| Company Name | Telephone |
| | |
| Address | Employment Dates (month & year) |
| | |
| Supervisor name & title | Pay rate: Starting Ending |

| | |
|---------------------|--------------------|
| | |
| Position and Duties | Reason for leaving |
| | |

May we contact your present employer? Yes No

May we contact your past employers? Yes No

References: Please provide the name, relationship, and contact information for 3 references who are not related to you.

| Name | Relationship | Address | Telephone |
|------|--------------|---------|-----------|
| | | | |
| | | | |
| | | | |

Education: Please provide information on your education

| | Name of School | City/State | Grade/Degree/Diploma |
|----------------|----------------|------------|----------------------|
| High School | | | |
| College Level | | | |
| Graduate Level | | | |

Other Information: Now it is your opportunity to provide information on particular skills (computer, equipment, etc), qualifications, or other information that might be important in your consideration for employment:
