



APPLICATION FOR EMPLOYMENT

Thank you for considering Mondi Jackson LLC in your job search. Mondi Jackson LLC is an equal opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, national origin, mental or physical disability, sexual orientation, political affiliation, marital or veteran status. No application will be rejected as a result of disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

CONFIDENTIAL

PLEASE COMPLETE BY PRINTING IN INK OR TYPING
 COMPLETE ALL QUESTIONS AND SIGN YOUR NAME AND DATE ON ALL REQUESTED AREAS OF THIS APPLICATION.

PERSONAL

DATE: _____

NAME _____

Last First Middle

ADDRESS: _____

Number Street Apt.

City State zip code

TELEPHONE: WORK _____ HOME/MESSAGE _____

SOCIAL SECURITY #: _____

POSITION APPLIED FOR _____

ARE YOU AVAILABLE FOR ANY SHIFT? YES NO

		EDUCATION/ Include Military Training		
Training	Name of School City and State	Major Subjects or Course Type	Circle Last Yr. Completed	Did you graduate
High School			9 10 11 12	
Business				
College or University			9 10 11 12	
Additional Schooling				

Special Skills
Software Applications
Equipment/Machinery



Employment Record (for the past 10 years). Include any military experience. List your previous work experience. Begin with your last position. Account for periods of all unemployment. If additional space is needed, please use another sheet. Please complete even if you are attaching a resume.

Company		From: (mo/yr)	To: (mo/yr)	Job Title:	Supervisor:
Number	Street	Starting Salary	Reason for Leaving:		
City	State Zip	Ending Salary			
Telephone No.			Name while employed (if different):		

Company		From: (mo/yr)	To: (mo/yr)	Job Title:	Supervisor:
Number	Street	Starting Salary	Reason for Leaving:		
City	State Zip	Ending Salary			
Telephone No.			Name while employed (if different):		

Company		From: (mo/yr)	To: (mo/yr)	Job Title:	Supervisor:
Number	Street	Starting Salary	Reason for Leaving:		
City	State Zip	Ending Salary			
Telephone No.			Name while employed (if different):		

May we contact your present employer? Yes No



General Information

ARE YOU 18 YEARS OF AGE OR OLDER? YES NO

DO YOU HAVE THE LEGAL RIGHT TO WORK IN THE UNITED STATES? YES NO
(Successful applicants will be required to prove identity and eligibility for employment.)

Do you have experience in, or have you ever worked in a similar industry or business before? If yes, please explain (including length, position, and industry). YES NO

Have you ever been CONVICTED, plead GUILTY, or NO CONTEST, or FORFEITED BOND OR BAIL for any crime other than traffic violations? YES NO

If yes, please explain: _____
(Conviction of a crime is not an automatic bar to employment. Factors such as the nature and gravity of the crime, the length of time that has passed since the conviction and / or completion of any sentence, and the nature of the job for which you have applied will be considered.)

Are you able to perform the primary duties of the job as outlined in the newspaper advertisement, announcement, posting, jobline, job description, etc., with or without reasonable accommodations? YES NO

If no, please explain: _____

Do you have any employment restrictions resulting from a non-compete or confidentiality agreement? YES NO

IF NEEDED, PLEASE USE THE SPACE BELOW TO PROVIDE ANY ADDITIONAL INFORMATION: (*Additional employers, periods of time not worked, etc.*)



PLEASE READ CAREFULLY BEFORE SIGNING

I certify that I have answered the above questions truthfully and have not withheld any information relative to my application. I understand that any falsification, misrepresentation, or omission of the application information, attachments, and supporting documents generally will result in denial of employment or immediate termination, if discovered after hire.

I authorize Mondi Jackson LLC to investigate whether I have a criminal record of convictions, and, if so, the nature of such convictions and all the surrounding circumstance of the conviction. Mondi Jackson LLC has advised me that any criminal background check will focus on convictions, and that a criminal record will not necessarily disqualify me from employment.

If hired, I recognize the rules and policies of Mondi Jackson LLC I understand that my employment and compensation can be terminated at any time, with or without cause, and with or without notice, at the option of Mondi Jackson LLC or myself. I understand that the Director of Human Resources is the only person who will ever have the authority to create any other terms of employment and/or to enter into any employment contract and that all such contracts must be in writing and signed by both parties. However, I also understand that unless otherwise stated in an employment contract, the company may change, withdraw and interpret other policies (including wages, hours, and working conditions) as it deems appropriate.

I understand and acknowledge that I may be required to submit to a physical examination, including drug test. Additionally, I hereby authorize the release of the results for such and examination to Mondi Jackson LLC for their use in evaluating my suitability for employment. Further, I release the examining facility and Mondi Jackson from any and all liability, and from any damage that may result from the release of such information.

I acknowledge reading and understanding the foregoing statements.

Signature _____

Date _____

**Mondi Jackson LLC
14591 State Highway 177, Jackson, MO 63755**



OPPORTUNITY COMMISSION
VOLUNTARY INFORMATION FORM

Various agencies of the United States Government require employers to maintain information on applicants pertaining to factors such as race, sex and type of position for which an individual applies. The information requested on this sheet is for compliance with certain record keeping requirements.

Mondi Jackson LLC is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status or any other classification protected by Federal, State or Local law. This form will be separated from the rest of the employment application when received by the Human Resources Department. The information provided will have no bearing on your consideration for employment.

Position Applied for : _____
Name: _____
Sex: _____ Male _____ Female

Race or Ethnic Identity (check one)	
White _____	American Indian/ Alaskan Native _____
Black _____	Asian/ Pacific Islander _____
Hispanic _____	Other (Please specify) _____

What brought you to Mondri Jackson: (Check one)	
State Job Service _____	School Placement Office _____
Employment Agency _____	I worked for Mondri Jackson before _____
Advertisement _____	Employee Referral - Name _____



RELEASE FORM

I authorize each employer listed on my job application and any of their employees or former employees to release to Mondi Jackson LLC information regarding my employment including, but not limited to, positions held, dates of employment, last rate of pay, work performance, disciplinary and attendance records, reliability and any incidents of dishonesty, in subordination, threatening or intimidating behavior, and unsafe conduct, including information based upon materials in my personnel files.

I hereby release and hold harmless each employer and their officers, employees, agents and any other person who may communicate or provide information related to my employment from any and all claims, known or unknown to me, whether related to intentional, reckless or negligent conduct, arising from or related to information requested or acquired by Mondi Jackson LLC in the course of investigating and analyzing my employment history. I voluntarily grant this release to support my application for employment at Mondi Jackson LLC and to encourage Mondi Jackson LLC to consider my application. I agree to inform Mondi Jackson LLC of any special concerns I may have related to information which Mondi Jackson LLC may discover in the space provided below. I have carefully read and understand this Release of Claims and have voluntarily agreed to its terms to assist Mondi Jackson LLC in meeting the business necessity of hiring honest, trustworthy, reliable and non-violent employees who will not pose a risk of harm to employees and customers. I agree to fully cooperate with Mondi Jackson LLC in gathering information. I understand and agree that documents acquired by Mondi Jackson LLC with the exception of credit information, will be maintained as confidential by Mondi Jackson LLC and that Mondi Jackson LLC will not release such information to me.

Date

Applicant's Signature

Witness: _____

Signature

Date

Use the space below to discuss your concerns about information we may acquire in the course of our investigation:



Important Information To Know Before Filling Out An Application for Employment With Mondi Jackson

Fill out all areas of the application completely and accurately. Please fill in the required information directly on the application and do not indicate “see resume”. If you are offered a position with Mondi Jackson LLC, be aware that we may verify all of the information that you have written on the application, as well as your resume. We require a high school diploma or equivalent.

If there is a discrepancy in your information, the job offer may be withdrawn. It is important to be sure that what you have written is correct.

If you have any questions about completing the application, it is important to please ask the Mondi Jackson representative who has been assisting you.

Thank you for your cooperation.

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My signature below indicates that I have read and understand the importance of supplying accurate information on the application. I am also aware of the possibility of the offer of employment being withdrawn if any of the information is not correct.

Signature of Applicant

Date