



PO Box 4189, Paso Robles, CA 93447 • 805.238.3510 • Fax: 805.238.1975

## EMPLOYMENT APPLICATION

*Please print. Application must be completed in full. Do Not Write "See Resume" on Employment History*

Date	Position Applying For	Salary Expectation (optional)	Referred By
Name (Last, First, and Middle Initial)		List Any Other Name(s) Used	
Mailing Address	City	State	Zip
Home Phone	Cell Phone	Email Address (required)	

Have you ever applied or worked for MGE before?  No  Yes If Yes, enter date(s) and position(s):

### Driver's Information

Driver's License Number      Issuing State      Expiration Date      Type of License  CDL A       CDL B       C

**Background Information** *(The Company will conduct a background check investigations made pursuant to AB 1008, which may include criminal history, previous employment checks, reference checks on all applicants once a conditional offer of employment has been. The company may not deny employment solely because of a conviction, but will consider the date, nature, & circumstances of the offense as well as the relevancy of the offense to the position applied pursuant to AB1008)*

### Education and Training

Do you have a high school diploma or GED?  No  Yes      If no, highest grade completed:      High School Name and City

*List college, business, vocational and technical schools, military training and other relevant education.*

School Name and Location	From - To (Mo/Yr)	Credits Earned			Major	Degree or Certificate Awarded
		Quarter	Semester	Other - Specify		

List professional licenses, memberships and certificates held.

List additional areas of research and study, seminars taken, etc.

List computer skills/programs known.

Clerical applicants: List office skills, i.e. typing speed, office machines known, etc.

### Employment History *Submit a minimum of 10 years of experience. Attach a separate sheet if necessary.*

Yes  No You have my permission to contact my current employer.

Current Employer	Employer's Address	Employer's Phone Number	
Title	Dates Employed (Mo/Yr) From                      To	Total Years/Months Employed	Hours Per Week
Immediate Supervisor's Name	Reason for Leaving	Number of Employees Supervised	
Specific Duties:			

Previous Employer	Employer's Address	Employer's Phone Number
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Title	Dates Employed (Mo/Yr) From                      To	Total Years/Months Employed	Hours Per Week
Immediate Supervisor's Name	Reason for Leaving		Number of Employees Supervised

Specific Duties:

<b>Previous Employer</b>	Employer's Address	Employer's Phone Number
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Title	Dates Employed (Mo/Yr) From                      To	Total Years/Months Employed	Hours Per Week
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Immediate Supervisor's Name	Reason for Leaving	Number of Employees Supervised
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Title	Dates Employed (Mo/Yr) From                      To	Total Years/Months Employed	Hours Per Week
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Immediate Supervisor's Name	Reason for Leaving	Number of Employees Supervised
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Specific Duties:

**Other**

Have you ever been dismissed from a job for any reason? If yes, explain:

List other languages you speak fluently, read or write fluently:

Other Comments:

**Professional/Work References**

	Name	Relationship	Phone Number	Email	Years Known
1.					
2.					
3.					

**Certification and Authorization**

*I certify that the facts contained in this application, any attachments and conveyed during the interview process are true and complete to the best of my knowledge and understand that falsification, misrepresentation or omission of facts shall be grounds for dismissal or removal from consideration for employment. I authorize investigation of all statements, and for references and employers to give you any and all information concerning my previous employment, education and any pertinent information they may have, personal or otherwise. I agree to release the company from all liability for any damage that may result from utilization of such information. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.*

**I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Merit Profiles Background Screening, 160 N. 9<sup>th</sup> St., Grover Beach, CA 93433, (866) 522-5781, www.MeritProfiles.com, another outside organization acting on behalf of the Company, and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.**

*I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make an agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.*

**You understand that your signature is legally binding, whether electronic or signed on paper.**

Signature:	Date
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MGE provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. MGE complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

MGE expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of MGE's employees to perform their expected job duties is absolutely not tolerated.