

E3685 Old Settlers Road  
Kewaunee, WI 54216

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## Application for Employment

As a condition of employment, I understand Matt's Services LLC reserves the right to investigate and verify all information given on this application. Federal and state laws prohibit discrimination in employment because of race, color, religion, age, sex, or national origin.

Please print clearly and answer all questions:

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

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

Social Security #: \_\_\_\_\_ Are you 18 or older? Yes No

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Salary Desired: \_\_\_\_\_ Date Available: \_\_\_\_\_

Referral Source: Newspaper \_\_\_ Walk In \_\_\_ Truck Sign \_\_\_ College \_\_\_ Employee \_\_\_

Type of employment you are seeking: Full Time \_\_\_ Part Time \_\_\_ Temporary \_\_\_ Seasonal \_\_\_

Are you legally authorized to work in the United States? Yes No

*(Proof of identity and authorization are required upon employment)*

Do you have a valid driver's license? Yes No License # \_\_\_\_\_ State: \_\_\_\_\_

Do you have any points on your license? Yes No

Do you have a CDL license? Yes No

Are you willing to take a drug test? Yes No

Can you arrive at work on time? Yes No

Are you able to work overnight hours? Yes No

Can you work evenings/weekends? Yes No

Can you lift 50-75lbs regularly? Yes No

Have you been convicted of a felony? Yes No

If yes, please explain:  
\_\_\_\_\_

***Note: Conviction of a crime is not an automatic bar to employment. All circumstances will be considered; however, dishonesty in answering this question will result in your application not being considered for employment.***

Have you ever been fired or asked to resign from a position?    Yes    No

If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

**Employers:** List your last 3 employers

1. Name of Employer: \_\_\_\_\_

List Specific Duties: \_\_\_\_\_

Position Held: \_\_\_\_\_ Salary: \_\_\_\_\_

Phone #: \_\_\_\_\_ Start Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ End Date: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact for a reference?    Yes    No

2. Name of Employer: \_\_\_\_\_

List Specific Duties: \_\_\_\_\_

Position Held: \_\_\_\_\_ Salary: \_\_\_\_\_

Phone #: \_\_\_\_\_ Start Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ End Date: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact for a reference?    Yes    No

3. Name of Employer: \_\_\_\_\_

List Specific Duties: \_\_\_\_\_

Position Held: \_\_\_\_\_ Salary: \_\_\_\_\_

Phone #: \_\_\_\_\_ Start Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ End Date: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact for a reference?    Yes    No

Education:	Name of School	Circle Last Grade Completed				Degree/Diploma
High School	_____	1	2	3	4	_____
College	_____	1	2	3	4	_____
Trade School	_____	1	2	3	4	_____

**Personal References:** List at least 2 personal references (No family members)

Name:	Occupation:	Years Known:	Phone:
1.) _____	_____	_____	_____
2.) _____	_____	_____	_____

May we contact for references?            Yes    No

**Job Requirements:**

- \_\_\_\_ I understand I must work all scheduled hours and times and arrive on time.
- \_\_\_\_ I am available to work Saturdays/evenings or unusual hours on occasion if required.
- \_\_\_\_ I am capable of loading and carrying pavers, blocks, pipe, etc.
- \_\_\_\_ I understand that I will work in all types of weather including; sun, rain, heat, cold, and snow.
- \_\_\_\_ I understand I must wear company apparel and PPE (personal protective equipment) as needed.

**Applicant Statement**

I certify that all information I have supplied in this application and in any other form, oral or written, is true, complete, and accurate. I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect will be sufficient cause to (a) cancel further consideration of this application or (b) immediately discharge me from the employer’s service whenever it is discovered.

I authorize Matt’s Services LLC, its representatives, employees, and/or agents to contact and obtain from all references (personal and professional), employers, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding Matt’s Services LLC, its representatives, employees, and/or agents for seeking, gathering, and using such information in the employment process and all other persons, corporations, and organizations for furnishing such information about me, but understand my right to privacy shall be respected and the inquiries treated in confidence. I authorize Matt’s Services LLC to administer personality profile tests and I agree to submit to any drug, alcohol, or controlled substance testing prior to or after employment if required.

I understand that this application is not intended to be any kind of contract or agreement. I understand that if my application is accepted that employment with Matt’s Services LLC at all times is “at will”. I understand that my “at will” employment may be terminated at any time by myself or Matt’s Services LLC and includes no guarantee, contract, or promise of employment for any specific length of time.

I certify that I have read, fully understand, and accept all terms of the foregoing job requirements and applicant statement:

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