



2205 Keithley Creek Road
 P.O. Box 7
 Midvale, ID 83645
 208.355.2211
 Fax 208.355.2222

APPLICATION FOR EMPLOYMENT - PLEASE PRINT			
Position applied for		Date of Application	
How did you learn about us? Advertisement ___ Friend ___ Walk-In ___ Employment Agency ___ Relative ___ Other ___			
Last Name		First Name	Middle Initial
Mailing Address	City	State	Zip Code
Telephone Number		E-Mail Address	
Have you ever filed an application with us before? Yes ___ No ___ if yes, give date _____ Have you ever been employed with us before? Yes ___ No ___ if yes, give date _____ Are you currently employed? Yes ___ No ___ May we contact your present employer? Yes ___ No ___ Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Yes ___ No ___ Proof of citizenship or immigration status will be required upon employment. On what date would you be available for work? _____ Are you available to work: Full-Time ___ Part Time ___ Temporary ___ Are you currently on "lay-off" status and subject to recall? Yes ___ No ___ Can you travel if a job requires it? Yes ___ No ___ Do you have a valid driver's license? Yes ___ No ___ Have you been convicted of a felony within the last 7 years? Yes ___ No ___ <i>Conviction will not necessarily disqualify an applicant from employment</i>			

MTE is an Equal Opportunity Employer

MTE COMMUNICATIONS

EDUCATION

	Elementary School	High School	Undergraduate College / University	Graduate Professional
School Name & Location				
Years Completed				
Diploma/ Degree				
Describe course of study				

Describe any specialized training, apprenticeship, skills & extra-curricular activities:

Describe any honors you have received:

State any additional information you feel may be helpful to us in considering your application:

MTE COMMUNICATIONS

Indicate any foreign languages you can speak, read and/or write

	Fluent	Good	Fair
Speak			
Read			
Write			

List Professional, trade, business or civic activities and offices held. You may exclude memberships which would reveal sex, race, religion, national origin, age ancestry, or handicap or other protected status:

Give name, mailing address and telephone number of three professional references who are not related to you:

1. _____
2. _____
3. _____

Have you ever had any job-related training in the United States military? Yes ___ No___

If yes, please describe:

Are you physically or otherwise unable to perform the duties of the job for which you are applying?

Yes ___ No ___

MTE COMMUNICATIONS

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer _____		
Mailing Address _____		
City _____	State _____	Zip Code _____
Telephone Number _____		
Job Title _____		
Work Performed _____		
Reason for Leaving _____		
Supervisor: _____		
Dates Employed	From: _____	To: _____
Hourly Rate/Salary	Starting: _____	Final: _____

Employer _____		
Mailing Address _____		
City _____	State _____	Zip Code _____
Telephone Number _____		
Job Title _____		
Work Performed _____		
Reason for Leaving _____		
Supervisor: _____		
Dates Employed	From: _____	To: _____
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If you need additional space, please continue on a separate sheet of paper.

MTE COMMUNICATIONS

Special Skills and Qualifications

Summarize special job-related skills & qualifications acquired from employment or other experience.

MTE COMMUNICATIONS

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby acknowledge that any employment relationship with MTE Communications is of an "At Will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood this "At Will" relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the company.

In the event of employment, I understand that false or misleading information given in any application or interview may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employee.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview? Yes ___ No ___

Interviewer(s): _____

Date: _____

Remarks: _____

Employed? Yes ___ No ___

Date of Employment: _____

Job Title: _____

Hourly Rate/Salary: _____

Department: _____

Completed By Name and Title

Date

Notes:

