



Motivational Systems Inc

Employment Application

Name of Applicant

An Equal Opportunity Employer

PLEASE PRINT

Date	Last Name	First Name	Middle
Present Address		City	State Zip
Main Phone		Other Phone	

EMPLOYMENT DESIRED

Position applying for:	Salary Desired:
If hired, what date can you start work?	Would you be available to work overtime, if necessary?

PERSONAL INFORMATION

Have you ever applied to or worked for Motivational Systems, Inc. before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?	
Do you have any friends or relatives working for Motivational Systems, Inc.? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state name(s) and relationship(s) below:	If yes, did they refer you to Motivational Systems, Inc.? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name(s)	Relationship(s)
Why are you applying for work at Motivational Systems, Inc.?	

If hired, would you have a reliable means of transportation to and from work? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, describe the functions that cannot be performed:
<i>(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)</i>

EDUCATION, TRAINING, AND EXPERIENCE

High School	No. of Years Completed	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree or Diploma
Address	City	State	Zip
College/University	No. of Years Completed	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree or Diploma
Address	City	State	Zip
Vocational/Business	No. of Years Completed	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree or Diploma
Address	City	State	Zip

SKILLS & EXPERIENCE

Typing Speed	Shorthand Speed	Office Machines Operated
List any additional special skills, technical or professional knowledge, use of machines or equipment you may have, including the ability to write and/or speak any foreign languages that would support your application:		

DRUG & ALCOHOL POLICY

MSI does not condone, permit or accept the sale, use, or possession of drugs or alcohol while on company property. All employees will be expected to adhere to this requirement without exception. MSI is committed to a safe and healthful environment for all employees at all times. MSI will not have anyone on company property under the influence of drugs or alcohol that will jeopardize our commitment to this policy. In applying for a position with MSI, I understand that I may be asked to submit to a urine test to determine drug and alcohol use. This test may be part of a pre-employment physical examination. I further understand that if employed by MSI, the company reserves the right to test for drugs and alcohol when circumstances warrant. This may be in the area of work related injuries. If offered the opportunity to work for MSI, I agree to comply with the requirements of this policy.

Applicant's Signature

Date

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW

Initials

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be ground for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials

I hereby authorize Motivational Systems, Inc. to thoroughly investigate my references, work record, education and other matters related to my suitability for employment (excluding criminal background information) unless otherwise specified above. I further authorize the references I have listed to disclose to the company and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hire, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the Company unless made in writing and signed by me and the Company's designated representative.

Initials

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

The Company will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local "Fair Chance" laws.

Applicant's Signature

Date