

MendoRecycle

Mendocino Solid Waste Management Authority
3200 Taylor Drive Ukiah, CA 95482
707-468-9710 info@mendorecycle.org

Employment Application

Please Print or Type

Position Applying for: _____

Personal Information

Last and First Name

Mailing Address

No. and Street, City, State, Zip

Direct Phone #

Alternate Phone #

Education, and Training

	School Name and Location	Area of Study	Certification received (past and in progress)
High School			
Post-secondary Education;			
Technical Training			

List any special licenses or certifications relevant to this position:

Employment History

List all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment. Complete this section even if attaching a resume.

Position Title:	Employer name, address, phone number	Dates of employment
Supervisor:		Start: End:
		May we contact this employer?
Description of job duties:		

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1. Have you ever applied to or worked for MendoRecycle before? If yes, when?
2. Do you have friends or relatives working for MendoRecycle? If yes, include their name and relationship to you:
3. What interests you about potentially working at MendoRecycle?
4. If hired, would you have reliable means of transportation to and from work?
5. Are you at least 18 years old?
6. If hired, can you provide evidence of your U.S. citizenship or proof of your legal right to live and work in this country?
7. Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?
If not, describe the functions that cannot be performed*:

*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.

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

Contact Name	Phone number and email address	Relationship	Years acquainted

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ 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 grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize MendoRecycle to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment, and further, authorize the references I have listed to disclose to the company any 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.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, 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.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Company, I am entitled to copies of any such public records obtained by the Company unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive my receipt of a copy of any public record described in the paragraph above.

Signature_____

Date_____