

Mission Management Services Employment Application

Mission Management Services, Inc. is an equal opportunity employer and shall consider qualified applicants for all positions without regard to race, color, sex, religion, national origin, age, marital or veteran status, or the presence of a non-job-related physical, mental or medical condition or handicap capable of accommodation with the meaning of those particular and applicable Federal and/or Michigan laws.

PERSONAL INFORMATION

Name (Last) _____ (First) _____

Address _____ Phone (___ ___) _____ - _____

Date of Application ___/___/___ Date Available for Work: ___/___/___

Position desired: _____ Wage desired: _____

Employment Status Desired: Full Time – 30 or more hours per week.
 Part Time – less than 30 hours per week.
 Seasonal

Days and Hours available:

Monday - Friday	<input type="checkbox"/> any hours	<input type="checkbox"/> am	<input type="checkbox"/> am (after 11:00 am)	<input type="checkbox"/> pm (after 4:00)	<input type="checkbox"/> no weekdays
Saturday	<input type="checkbox"/> any hours	<input type="checkbox"/> am	<input type="checkbox"/> am (after 11:00 am)	<input type="checkbox"/> pm (after 4:00)	<input type="checkbox"/> no Saturday
Sunday	<input type="checkbox"/> any hours	<input type="checkbox"/> am	<input type="checkbox"/> am (after 11:00 am)	<input type="checkbox"/> pm (after 4:00)	<input type="checkbox"/> no Sunday

Social Security Number: - -

If you are not a U.S. citizen, do you have the legal right to remain permanently in the United States? Yes No

Previous employment with Mission Management? Yes No If Yes, which one(s) _____

Have you filed an application with us before? Yes No If Yes, date(s) _____

List any friends or relatives working here; _____

EMPLOYMENT EXPERIENCE (List current or most recent job first)

Company _____	Location _____	Phone _____
Supervisor _____	Dates worked: From _____ To _____	
Position _____	Rate of pay _____	
Reason for leaving _____		

Company _____	Location _____	Phone _____
Supervisor _____	Dates worked: From _____ To _____	
Position _____	Rate of pay _____	
Reason for leaving _____		

EMPLOYMENT EXPERIENCE (continued)

Company _____ Location _____ Phone _____

Supervisor _____ Dates worked: *From* _____ *To* _____

Position _____ Rate of pay _____

Reason for leaving _____

EDUCATION

Name of School / Location

High School		Completed <input type="checkbox"/> Yes <input type="checkbox"/> No Year Completed _____
College or Vocational		Completed <input type="checkbox"/> Yes <input type="checkbox"/> No Year Completed _____

MILITARY SERVICE RECORD

Have you had any experience in the Armed Forces of the United States or in a State National Guard? Yes No

If Yes, what branch? _____ Rank at discharge _____ Date of discharge _____

Are you in the reserve? Yes No If Yes, date obligation ends _____

Special/technical training _____

ADDITIONAL INFORMATION

Have you ever been convicted of a crime? Yes No If Yes, where, when and nature of offense: _____

Do you have a valid driver's license? Yes No License No. _____ State _____

What method of transportation will you use to come to work? _____

Who should we notify in case of an emergency?

Name: _____ Relationship: _____ Phone: _____

AUTHORIZATION AND UNDERSTANDING

1. I authorize Mission Management Services, Inc. to verify any of the information concerning my previous and potential employment, education, credit or medical history with the appropriate individuals, companies, institutions or agencies (which includes, by way of example, the Company's drug and/or substance abuse testing program(s) and procedure(s)), and I authorize them to release such information as you require or deem appropriate, including my prior disciplinary employment record(s), without any obligation to give me written notice of such disclosure; and,
2. I also authorize Mission Management Services, Inc. to release any information requested by any of my prospective or subsequent employers without any obligation to give me written notice of such disclosure. I hereby release Mission Management Services, Inc. from any liability whatsoever as a result of any such inquiries and disclosures. I hereby voluntarily consent to participate in any and all of Mission Management Services, Inc. drug and/or substance abuse testing program(s) and I hereby forever release Mission Management Services, Inc. and all others from any liability whatsoever as a result of any such testing and/or disclosure(s); and,

3. I agree that any false information in support of my application or positive drug and/or substance abuse test may subject me to discharge at any time during the period of my application and/or employment; and,
4. If hired, and upon completion of my orientation period (and/or as extended or re-extended by the Company at its' option), I agree I will serve at the will of the Company and I agree that I shall be bound by the rules, policies, regulations and terms and conditions of employment of Mission Management Services, Inc. as they are from time-to-time changed with or without notice to me; and,
5. I acknowledge and agree that, during, for example, the Company's orientation period and/or as extended or re-extended with or without limit or limitation by and in the Company's sole and exclusive discretion, as well as all times thereafter, that either Mission Management Services, Inc. or myself may terminate the employment relationship at any time for any reason whatsoever, with or without cause or justification and/or with or without prior notice or warning by or to either; and, that upon completion of said orientation period, the employment relationship is based solely "at-will"; and,
6. I hereby authorize Mission Management Services, Inc. to deduct from each and every period of my pay any amounts necessary to offset any damage(s) caused by me or the value of property or money entrusted to me by, or owed by me to Mission Management Services, Inc. during the course of my employment, so long as such deduction(s) do/es not cause my resultant rate of pay to fall below the statutory established "minimum wage", if applicable by the terms thereof; and,
7. I agree that these terms, and any/or all terms, conditions and/or agreements, as referenced herein this document, section and/or subsection, may only be altered by a formal writing specifically directed to and naming me personally and signed by the president of the company and myself; and,
8. I further agree that if I should bring any action or claim related to or otherwise arising out of my employment, excluding Workers' Compensation, against Mission Management Services, Inc. or any of its' agents, officers or directors, I shall do so within 182 calendar days of the date of the occurrence of the first act, action, omission or conduct supporting such action or claim, be it legal, equitable, administrative or otherwise, and that if I do not do so within such 182 consecutive calendar day period, any such action or claim shall be forever barred; and,
9. I further agree that if I should bring any action or claim in any forum arising out of my employment, as above referenced against Mission Management Services, Inc. or its' officers, agents, directors, successors or assigns in which the company prevails, I will pay to the company any and all costs incurred by Mission Management Services, Inc. in defense of said claim(s) or action(s) including its reasonable attorney fees; and,
10. I further agree that, if hired, or otherwise extended of offered employment at and/or with the Company based upon my representation above, here and below set forth, my "at-will" employment and/or the offer is also conditional upon the results of any employment related physical(s) and / or the results of any drug and/or substance abuse test(s) and/or employment eligibility verification (Form I-9) information are known and acceptable to those particular company officials with authority to approve same and that if same or either is or are not satisfactory to the company and/or those authorized company officials, for any or no reason whatsoever, I authorize and agree that the offer of employment will be revoked and/or I will be terminated at that time or at such time as otherwise deemed prudent, advisable or reasonable by and to the Company; and,
11. Finally, by signing this document, I acknowledge, agree and affirmatively state that I have read the entirety of this Application for Employment very carefully and understanding completely the totality of the words, phrases and sentences set forth herein, its/their implication(s) as well as each and every one of those waivers and disclaimers as herein and above set forth; and, that any and all legal, equitable, administrative, civil rights and/or statutory action(s), cause(s) of action, breach(es), controversy(ies), claim(s) and/or lawsuit(s) (excluding only MESCC, Workers' Compensation and/or ERISA actions that I have or may have against the Company and trade secret, non-competition, antipiracy, patent and copyright matters the Company may have against me) shall be subject to binding arbitration in accordance with the commercial arbitration rules of and before the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any Court having jurisdiction thereof.

Applicant Name (Print) _____

Applicant Signature _____ Date: _____

HIRE STATUS

- Not Hired
 Hired
 Full Time – 30 or more hours per week.
 Seasonal Work
 Part Time – less than 30 hours per week.

Unit # _____ Position _____ Pay Rate _____ Start Date _____

Approved by: Name _____ Title _____ Date _____

Staff Member Signature _____ Date: _____