



APPLICATION FOR
EMPLOYMENT

Micro Enterprises LLC
4141 Laybourne Road
Springfield, Ohio 45505
Telephone: 937-322-7323
Fax: 937-322-2438

Thank you for your interest in applying for a job with our Company. We want to have a complete understanding of your qualifications, motivations and interests, so that we can make careful and deliberate hiring decisions that will benefit both the Company and our employees. Please answer the following questions honestly, completely and thoughtfully. We are an Equal Opportunity Employer and do not discriminate in any aspect of employment on the basis of race, color, religion, sex, national origin, age, marital status, veteran status, or disability.

Date of Application _____

PERSONAL INFORMATION

Name: _____
Last Name First Name Middle Initial

Address: _____
Street

City State Zip Code

Telephone: (_____) _____ Social Security #: ____/____/____
Area Code Number

If you are under 18 years of age, do you have a work permit? Yes _____ No _____

If you have ever worked under another name, please identify: _____

YOUR JOB INTERESTS

Position Desired: _____ Date you can start work: _____

What starting salary or wage do you expect? \$_____/hr \$_____/wk \$_____/month

Are you available for full-time work? Yes _____ No _____ Are you available for part-time work? Yes _____ No _____

Are you willing to work any shift? Yes _____ No _____

Are there any days of the week when you would not be available to work? Please specify: _____

How did you learn of this job opening? _____

Have you ever worked for this Company before? Yes _____ No _____ When? _____

Who was your supervisor? _____

Why did you leave? _____

Do you know anyone who works here? Yes _____ No _____ Who? _____

YOUR EDUCATION AND TRAINING

Please Circle Highest Grade Completed:

1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 1 2 3 4
Grade School High School College Trade/Tech

What was the last school you attended? _____

What extracurricular activities did you participate in, and what special skills did you acquire, during the course of your education which might be helpful for the job in which you are applying? _____

YOUR WORK EXPERIENCE

Are you presently employed? Yes _____ No _____

Are you on layoff and subject to recall? Yes _____ No _____ If yes, to where? _____

Beginning with your present or most recent employer, describe your employment experiences below:

1. Present or Last Employer _____

Address: _____

Type of Business: _____ Phone: _____

Starting Position: _____ Pay: \$ _____

Final Position: _____ Pay: \$ _____

Dates Employed: From: _____ To: _____ Name & Title of Supervisor: _____

Description of your work and responsibilities: _____

Reason for Leaving: _____

Will you receive a satisfactory reference from this employer? Yes _____ No _____ If "No," please explain: _____

May we contact your present employer at this time: Yes _____ No _____

If "No," please explain: _____

2. Next Previous Employer: _____

Address: _____

Type of Business: _____ Phone: _____

Starting Position: _____ Pay: \$ _____

Final Position: _____ Pay: \$ _____

Dates Employed: From: _____ To: _____ Name & Title of Supervisor: _____

Description of your work and responsibilities: _____

Reason for Leaving: _____

Will you receive a satisfactory reference from this employer? Yes _____ No _____ If "No," please explain: _____

3. Next Previous Employer: _____

Address: _____

Type of Business: _____ Phone: _____

Starting Position: _____ Pay: \$ _____

Final Position: _____ Pay: \$ _____

Dates Employed: From: _____ To: _____ Name & Title of Supervisor: _____

Description of your work and responsibilities: _____

Reason for Leaving: _____

Will you receive a satisfactory reference from this employer? Yes _____ No _____ If "No," please explain: _____

4. Next Previous Employer: _____

Address: _____ Phone: _____

5. Next Previous Employer: _____

Address: _____ Phone: _____

ADDITIONAL PERSONAL INFORMATION

Do you have, or have you applied for, the legal right to remain permanently and work in the United States? Yes _____ No _____

Have you ever been discharged or asked to resign by an employer? Yes _____ No _____ If yes, please explain: _____

A record of criminal conviction will not necessarily be a bar to employment, since the Company will consider factors such as age, time of the offense, the nature and seriousness of the violation, and the evidence of rehabilitation in making any employment decision.

Have you ever been convicted of a crime, other than minor traffic violations? Yes _____ No _____

If your answer is yes, please explain: _____

Please complete this section if the job for which you are applying might require you to drive Company vehicles.

Do you have a valid driver's license? Yes _____ No _____ License number and state: _____

Have you had any driving accidents in the last five years? Yes _____ No _____ If yes, please give details: _____

Has your driver's license ever been suspended, revoked, denied, or cancelled? Yes _____ No _____ If yes, please explain: _____

YOUR MILITARY EXPERIENCE

Completing this section of the application is optional. Leave this area blank if you do not wish to answer.

Have you ever served in the United States Armed Services?

Yes _____ No _____ What branch? _____

Describe any skills you acquired in the Service which would be useful to the job for which you are applying: _____

YOUR REFERENCES

Completing this section of the application is optional. Leave this section blank if you do not wish to answer.

List the names of three professional or personal character references who have known you for the last three years and from whom you can obtain letters of recommendation. Please do not list relatives:

1. Name: _____ Occupation: _____

Address: _____ City/State: _____ Phone: _____

Relationship to Applicant: _____

2. Name: _____ Occupation: _____

Address: _____ City/State: _____ Phone: _____

Relationship to Applicant: _____

3. Name: _____ Occupation: _____

Address: _____ City/State: _____ Phone: _____

Relationship to Applicant: _____

PLEASE READ THE FOLLOWING PARAGRAPHS CAREFULLY

By signing below, I certify that I have read, understand and agree to each of the following statements:

All of the information I have supplied on this application is true, accurate and complete, to the best of my knowledge, and I have not knowingly withheld any information that, if known to the Company, would affect my application unfavorably.

If the Company hires me, and if the Company discovers at any time during my employment that any statement or answer on this application is false, misleading, or incomplete, I may be dismissed immediately from my job.

This employment application will be considered active for ninety (90) days from the date received by the Company. If I want to be considered for a job with the Company after this period of time I may be required to complete another application.

I agree to submit to a medical examination that may include testing for drugs or alcohol prior to beginning work with the Company. I understand that if I am employed by the Company, I may be required, when job related and consistent with the Company's business needs, to undergo a medical examination or testing for alcohol. I further understand that I may be required to submit to a test for the use of illegal drugs at any time.

In consideration of my employment with the Company, I agree to abide by all the Company's rules and regulations.

I understand that nothing in this employment application creates a contract of employment between the Company and me. If I am hired by the Company, my employment and compensation are "at will," which means that my employment can be terminated, either by the Company or me, with or without cause, and with or without notice. I understand that no manager or supervisor has the authority to make any employment agreement with me, either orally or in writing that is not an at-will agreement. Only the President of the Company has the authority to enter into an employment agreement with me for any specified period of time.

I agree to release to the Company or its designated agents all medical information, including but not limited to files, reports, x-rays, evaluations, and opinions held by medical personnel, to the extent such information is job-related and consistent with the Company's business needs. I acknowledge that this is a general release and that if hired; it remains in effect for the duration of my employment.

In the event of my personal indebtedness to the Company, I authorize the Company to withhold from my wages such amounts as permitted by law to satisfy my obligation to the Company.

NOTICE REGARDING BACKGROUND INVESTIGATION

Micro Enterprises LLC ("the Company") may obtain information about me from easyBackgrounds, Inc., a consumer reporting agency, for employment purposes. Thus, I may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about my character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as my neighbors, friends, or associates. These reports may be obtained at any time after receipt of my authorization and, if I am hired, throughout my employment. I have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. I have been advised that the nature and scope of the most common form of investigative consumer reports obtained with regard to applicants for employment is an investigation into my education and/or employment history conducted by easyBackgrounds, Inc., PO Box 952, 10 Main Street, Newfields, NH 03856, 800-538-6525 or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if I am hired, throughout the course of my employment to the extent permitted by law. As a result, I should carefully consider whether to exercise my right to request disclosure of the nature and scope of any investigative consumer report.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and certify that I have read and understand this entire Employment Application document. I hereby authorize the Company to obtain "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by easyBackgrounds, Inc., another outside organization acting on behalf of the Company, and/or the Company itself. I agree that a facsimile ("fax") or photographic copy of this Authorization shall be as valid as the original.

Signature: _____

Printed Name: _____

Date: _____

Date of birth: _____

(DOB is required by easyBackgrounds, Inc. for background check)

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