

**THE MONARCH CEMENT COMPANY  
APPLICATION FOR EMPLOYMENT**

IMPORTANT: Clearly print answers to every question. All information on this application will be treated as confidential. The Monarch Cement Company is an equal employment opportunity employer and complies with all applicable laws. **Date:** \_\_\_\_\_

**Personal Information:**

Last Name:		First Name:		M.I.	Contact Number:
Current Street Address	Apt No	City	State	Zip code	How Long?
Have you ever been convicted of, or plead no contest to any criminal offense other than a misdemeanor within the last (7) years? Convictions <i>will not necessarily disqualify an applicant from employment. If yes, please attach summary of explanation.</i>					<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you legally eligible to be employed in the United States?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a Driver's License		<input type="checkbox"/> Yes <input type="checkbox"/> No	Type	State	Expiration Date
Are you 18 years of age or older?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you employed now?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you applying for a position which requires a Commercial Driver's License?					<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If YES, please complete Driver's Supplemental Sheet.</i>

**General Information:**

Specific Position Desired:		Location(s) Desired:		Rate of Pay Desired:	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Summer <input type="checkbox"/> Temporary <input type="checkbox"/> Intern/Co-op/Other				Date Available to Start Work:	
Are you willing to work night shift?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you willing to work weekends?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you able to work overtime?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Willing to transfer to another City or State?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever completed an application for employment, been employed by, or been assigned to work through a temporary agency at The Monarch Cement Company ?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Where	When	Position
Do you or have you ever had any relatives employed at The Monarch Cement Company ?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, indicate name and relationship:		

**Education/Training Information:**

Schools Attended	Name & Address	Graduated (Y/N) Yrs Completed	Degree/Diploma	Course of Study
High School / GED		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Technical School		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College/University		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College/University		<input type="checkbox"/> Yes <input type="checkbox"/> No		

Other relevant professional certificates, honors, training, qualifications and/or license(s):  
 \_\_\_\_\_  
 \_\_\_\_\_

List any scholarships, academic honors, awards, or special achievements:  
 \_\_\_\_\_  
 \_\_\_\_\_

List languages which you speak and/or read proficiently:  
 \_\_\_\_\_  
 \_\_\_\_\_

**Skill Information:**

Category	List All Skills	Skill Level
Commercial Motor Vehicle (Truck, Tractor / Trailer, etc.)		<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
Heavy Equipment (Wheel Loader, Dozer, etc.)		<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
Forklift / Skid-steer		<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
Other Skills		<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced

**Military Service Information:**

Have you ever served in the armed forces of the US?    Yes    No

Have you obtained any job relevant skills or abilities as the result of service in the military?    Yes    No

If yes, please describe:

**References: (Other than relatives) Who have known you for at least one year.**

Name	Address	City and State	Phone Number

**Employment History:**

List all previous work experience and periods of unemployment. Begin with your present position and work back to your first position.  
**Please Note:** A resume may be attached but will not be accepted in place of any information required on this form.

1. Company	Position/Title	Starting Wages
<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Seasonal/Temporary <input type="checkbox"/> Intern	Length of Service From:                      To:	Wages Upon Leaving
Street Address	City	State                      Zip code                      Main Company Phone Number
Supervisor's Name, Title, Phone Number	Reason For Leaving	
Duties	Are you eligible for re-hire? <input type="checkbox"/> Yes <input type="checkbox"/> No Unknown <input type="checkbox"/>	
If this is your present employer, may we call them for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No      If no, please explain: (Please note upon your acceptance, this employer may be contacted for verification of employment.)		

2. Company	Position/Title	Starting Wages
<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Seasonal/Temporary <input type="checkbox"/> Intern	Length of Service From:                      To:	Wages Upon Leaving
Street Address	City	State                      Zip code                      Main Company Phone Number
Supervisor's Name, Title, Phone Number	Reason For Leaving	
Duties	Are you eligible for re-hire? <input type="checkbox"/> Yes <input type="checkbox"/> No Unknown <input type="checkbox"/>	

Contact Kansas Works Office, NCCC 800 W. 14<sup>th</sup>, Chanute, Ks 66720 (620) 431-2820 Ext. 634

Please describe any gaps in employment (excluding medical related issues) between this listing and the previous one.

3. Company		Position/Title		Starting Wages	
<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Seasonal/Temporary <input type="checkbox"/> Intern		Length of Service From: _____ To: _____		Wages Upon Leaving	
Street Address		City		State	
				Zip code	
				Main Company Phone Number	
Supervisor's Name, Title, Phone Number				Reason For Leaving	
Duties				Are you eligible for re-hire? <input type="checkbox"/> Yes <input type="checkbox"/> No Unknown <input type="checkbox"/>	

4. Company		Position/Title		Starting Wages	
<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Seasonal/Temporary <input type="checkbox"/> Intern		Length of Service From: _____ To: _____		Wages Upon Leaving	
Street Address		City		State	
				Zip code	
				Main Company Phone Number	
Supervisor's Name, Title, Phone Number				Reason For Leaving	
Duties				Are you eligible for re-hire? <input type="checkbox"/> Yes <input type="checkbox"/> No Unknown <input type="checkbox"/>	

**Source Information:**

How did you learn about this position? Check one and where applicable, indicate specific source.

Own Initiative / Walk In    Advertising    Agency / Job Service    Job Fair  
 Relative/Employee/Friend (Who) \_\_\_\_\_    Other (Explain) \_\_\_\_\_

**Certification and Acknowledgement (IMPORTANT: Please read carefully, initial statements and sign below):**

Yes    No   If employed, can you report to work on time and on a daily basis, as scheduled?

Yes    No   If employed, are you willing to wear safety shoes, safety hat, eye protection, hearing protection, hi-visibility attire, and / or other personal protective equipment, as may be required?

I authorize the Company to verify and make an investigation of all information contained in this application for employment and to make any reference checks, including previous employers, personal or business references, and credit agencies. I certify that all of the statements I have made and all information provided in this application and other required documents are true, and agree that any false information, misrepresentation or omission of facts may result in cancellation of my application for employment or immediate dismissal. Upon termination of my employment for whatever reason, I release the Company from all liability for furnishing any information concerning my employment to any potential employer.

I hereby consent to give a specimen(s) of my urine, blood or hair for a drug / alcohol test analysis and authorize the testing facility to release my test results to the Company. In the event I am extended an offer of employment, I also consent to take any medical or physical agility exams after such an offer is made (but before commencement of work), but realize and acknowledge that employment with the Company is contingent on my ability to perform essential job functions.

In consideration of my employment, I agree to comply with the rules and regulations of the Company, and I understand that if I am employed by the Company, my employment, regardless of the manner or duration of my compensation, will be for no definite term, and my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, for any reason, at the option of the Company. I understand that no representative of the Company has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement to the contrary.

I have carefully read and understood the above, and hereby consent and agree to these conditions in exchange for the Company's consideration of my application of employment.

<b>Signature:</b>	<b>Date:</b>
-------------------	--------------

Contact Kansas Works Office, NCCC 800 W. 14<sup>th</sup>, Chanute, Ks 66720 (620) 431-2820 Ext. 634

**EQUAL OPPORTUNITY EMPLOYER**

It is the policy of The Monarch Cement Company to provide equal employment opportunity to all employees and applicants without regard to race, color, religion, gender, national origin, disability, age, marital status, veteran's status or any other prohibited basis of discrimination, as provided under applicable state and federal law.