



MODERN FOUNDATIONS, Inc.

Application for Employment

(Pre-Employment Questionnaire) (An Equal Opportunity Employer)

7860 Kabik Court, Suite A Woodbine, Maryland 21797
Phone: 410-795-8877 / 301-854-6258 Fax: 410-795-8890

*Modern Foundations is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

Referred by: _____

Position (s) applied for _____ Date of application ____/____/____

Personal Information

Name _____
Last First M

Social Security # _____ - _____ - _____

Address _____
Street City State Zip Code

Telephone # __ (____) _____ Mobile # __ (____) _____

Have you ever applied here before? If **yes**, give dates and positions _____

Date available for work ____/____/____ What is your desired salary?.....\$ _____

Are you legally eligible for employment in this country? Yes No

If under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever pled "guilty" or "no contest" to a felony?..... Yes No

If **yes**, please provide date (s) and details _____

Are you able to perform the essential functions of the position you are applying? Yes No

If **no**, what reasonable accommodations can be made to allow you to do so? _____

List all License(s) and/or Certification(s) held _____

FOR DRIVING POSITIONS ONLY*

*Do you have a valid driver's license? Yes No

*Driver's License Number _____ Classifications _____

*Have you been convicted of any traffic/moving violations in the past five years? Yes No

If **yes**, please provide date (s) and details _____

*List all at-fault traffic accidents in the past five years? _____

Education

	Name of School Attended	Location of School City, State	Did you graduate?
High School			
College			
Trade School			

Employment History

Beginning with your most recent employer, provide the following information.

Employer: _____ Telephone #: _____

Street address: _____ City _____ State _____

Starting job title/final job title _____

Immediate supervisor and title (for most recent position held) _____ May we contact for reference
 Yes No

Dates employed: ____/____/____ to ____/____/____

Compensation (Starting) \$ _____ per _____ Why did you leave? _____
(Final) \$ _____ per _____

Summarize the type of work performed and job responsibilities. _____

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Street address: _____ City _____ State _____

Starting job title/final job title _____

Immediate supervisor and title (for most recent position held) _____ May we contact for reference
 Yes No

Dates employed: ____/____/____ to ____/____/____

Compensation (Starting) \$ _____ per _____ Why did you leave? _____
(Final) \$ _____ per _____

Summarize the type of work performed and job responsibilities. _____

References

Please list the names of three persons not related to you, whom you have known for at least one year.

May we contact the references below? (Check one) Yes No

Name	Phone Number	Occupation	Years Acquainted

In case of emergency, notify _____
(Name) (Telephone Number)

PLEASE READ VERY CAREFULLY BEFORE SIGNING

“I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. I authorize and grant permission to Modern Foundations to verify their accuracy and to obtain reference information on my work performance by persons listed as references, former employers, and any others with whom you desire to check. I hereby release Modern Foundations from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that should an employment offer be extended to me and accepted that, in consideration of my employment, I fully agree to uphold, abide, and adhere by the company’s rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the hiring process shall be deemed to constitute the terms of an implied employment contract. I understand that the Company and all Plan Administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms or conditions of employment.

I fully understand that all employment with Modern Foundations is ‘at-will’ and that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company’s option except otherwise provided by law. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the company. It is further understood that no company representative, other than it’s President, and then only when in writing and signed by the President, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I understand that completion of this Application For Employment does not guarantee that I have been employed by this Company.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENT.”

Signature: _____ **Date:** _____

DO NOT WRITE BELOW THIS LINE

Date reporting to work: _____ Employee # _____
 Position: _____ Salary: _____
 Shift: _____ Hourly or Salary _____

Authorized Company Official: _____ Date _____
