



MB Enterprises DBA
Neighbors & Trenchless Solutions
2700 Graham St, Ames, IA
515-232-7777



MB Enterprises is an equal opportunity employer. In all our employment practices, including hiring, we are firmly committed to equal opportunity without regard to race, religion, color, sex, age, national origin, citizenship, disability or any other basis of discrimination prohibited by applicable local, state or federal law. No question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on such grounds.

PLEASE COMPLETE ENTIRE APPLICATION. INCOMPLETE APPLICATIONS WILL BE REJECTED.

Employee Information:

Name _____ SS # _____
 Last First M

Street Address _____ Apt or Box # _____

City _____ State _____ Zip _____ Telephone (_____) _____ - _____

Email Address: _____

18 or older? () Yes () No If not, Birth Date _____

- Position for which you are applying: _____
- Preferred wage/salary? \$ _____ per _____
- Have you ever been employed by this company before? () Yes () No
- If Yes, when? _____
- Who referred you to this company for employment? _____
- Names of friends or relatives working for the Company (list name(s) and relationship):

Certain positions within MB Enterprises require the use of a car or other motorized vehicle. If the position you are applying for requires this use, please answer the following questions. *Note: Your driving record will be checked if you will be driving a company vehicle.*

- Do you have a valid Driver's License? () Yes () No If No, can you obtain one? () Yes () No
- Do you have transportation to work? () Yes () No
- Have you had any traffic violations or accidents within the last 2 years () Yes, Please explain () No

- Have you ever been discharged (or terminated) by a former employer? () Yes () No

If Yes, explain: _____

- During the last 7 years, have you ever been convicted of, pled guilty to or pled no contest to a crime, excluding traffic violations? () Yes () No * A conviction will not necessarily bar you from employment.

If yes, explain:

- Can you certify you will be able to fulfill the physical requirements of the job? Ex. Climbing and standing on ladders for long periods, crawling into crawl spaces for extended periods of time, lifting up to 75lbs often, and standing for most of the day? If you think this may be an issue please explain.

Availability:

How many hours per week are you available for work? _____ Please list times below.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
FROM							
TO							

- Are there any hours or days you cannot or will not work? () Yes () No
- If Yes, when: _____
- If hired, when could you start work? _____
- How far do you live from this location? _____
- Are you currently on Layoff Status, Leave of Absence or other Suspension of Employment and subject to recall with another employer? () Yes () No

If Yes, provide details: _____

Education:

High School _____ Address _____
 City _____ State _____ Zip _____ Last grade completed _____
 Grade Point Avg _____ Did you graduate? () Yes () No Still Enrolled? () Yes () No

Trade or College _____ Address _____
 City _____ State _____ Zip _____ Last grade completed _____
 Course/Major _____ Degree(s) or Certification(s) _____
 Grade Point Avg _____ Did you graduate? () Yes () No Still Enrolled? () Yes () No

Employment History: (start with most recent employer)

Company _____ **Address** _____
 City _____ State _____ Telephone _____ Job Title _____

Salary / Wage _____ per _____ Dates Worked: From _____ To _____

May we contact this employer? () Yes () No Supervisor _____

Reason for leaving _____

Reference Check Performed By _____

Company _____ Address _____

City _____ State _____ Telephone _____ Job Title _____

Salary / Wage _____ per _____ Dates Worked: From _____ To _____

May we contact this employer? () Yes () No Supervisor _____

Reason for leaving _____

Reference Check Performed By _____

Company _____ Address _____

City _____ State _____ Telephone _____ Job Title _____

Salary / Wage _____ per _____ Dates Worked: From _____ To _____

May we contact this employer? () Yes () No Supervisor _____

Reason for leaving _____

Reference Check Performed By _____

Military Service:

Branch _____ Date Entered _____ Discharged _____ Rank _____

Do you have service-related skills applicable to civilian employment? () Yes () No

If Yes, describe: _____

Additional Information: (all applicants)

List additional training or experience _____

AGREEMENT

Please read the following carefully and sign in the space provided:

I hereby certify that I have read and fully completed this application and that the facts set forth in this employment application (and accompanying resume, if any) are true and correct to the best of my knowledge, and I agree and understand that any misrepresentation or falsification of information or omission of information during the employment application process may disqualify me from further consideration for employment and, if employed, will subject me to dismissal. I further certify that I am a true and bona fide job applicant, honestly interested in working in the position(s) for which I have applied, and am seeking employment with MB Enterprises solely to provide me with the benefits of a job and for no other purpose.

I understand that in connection with my application for employment an inquiry into my background may include an investigative consumer report, which provides applicable information concerning character, general reputation, personal characteristics and standard of living. I understand that I have the right to make a written request within a reasonable period of time for information as to the nature and scope of any such report. If I am denied a job based either wholly or in part because of information contained in an investigative consumer report, I will be provided the name and address of the reporting agency that supplies the information.

I acknowledge that MB Enterprises reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between MB Enterprises and its employees. At MB Enterprises, my employment is at will. This means I am free to terminate my employment at any time, for any reason, with or without cause, and MB Enterprises retains the same rights. I further understand and agree that the owners of MB Enterprises are the only people who may make an exception to this, including the at-will status of my employment, and it must be in writing and duly executed by the owners of MB Enterprises.

AUTHORIZATION TO RELEASE INFORMATION: I authorize the references and/or employers listed on this application to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing such information to you. I agree and understand that MB Enterprises and its agents may investigate or seek information concerning my background and/or previous employment, whether of record or not. I further agree and understand that if employed, MB Enterprises may at any time seek any information from whatever source, which in its discretion, it deems relevant to my employment.

NO DRUG USE POLICY: MB Enterprises does not hire persons who use illegal drugs. All persons seeking employment or employed with MB Enterprises may be required to take and pass a screen for illegal drugs, and may be subject to periodic tests for illegal drugs. I hereby voluntarily consent to provide a urine specimen (or blood specimen as required for alcohol testing only) at a collection facility designated by MB Enterprises, and further consent to have the specimen tested at a laboratory selected by MB Enterprises. I hereby certify that I (check one) do _____ or do not _____ use illegal drugs.

Signature _____ Date _____

**DISCLOSURE TO EMPLOYMENT APPLICANT
REGARDING PROCUREMENT OF CONSUMER REPORT**

In connection with your application for employment and as part of the process of considering your candidacy as an employee, we may procure, or cause to be procured, a consumer (credit) report on you. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment, before making the adverse decision we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

By your signature below, you hereby authorize us to obtain a consumer report about you in order to consider you for employment.

Print Name

Social Security Number

Applicant's Signature

Date

Date of Birth***

Drivers License # (if different than SS#)

State

***** (Date of Birth is required as an identifier to request criminal records only. MB Enterprises does not discriminate based on age.**

