

Committed to Excellence  
and Quality



## APPLICATION FOR EMPLOYMENT

Please print or type all information except signature.  
Upon Completion Email to [recruit@minrob.com](mailto:recruit@minrob.com)

**Non-Discrimination Policy:** Minton & Roberson, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. Minton & Roberson, Inc. complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

<b>GENERAL INFORMATION</b>		Date	_____		
Position(s) Applied For (1)	_____	(2)	_____		
Referral Source	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Friend	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> College/University	<input type="checkbox"/> Professional Journal
	<input type="checkbox"/> Internet Search	<input type="checkbox"/> Relative	<input type="checkbox"/> Walk-In	<input type="checkbox"/> Other	_____
Name	_____	_____	_____	_____	_____
	Last	First	Middle		
Address	_____	_____	_____	_____	_____
	Number	Street	City	State	Zip
Home Telephone	_____				
Cell Phone	_____				
Email	_____				
Have you ever filed an application here before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, give date	_____	
Have you ever been employed here before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, give date	_____	
Are you currently employed?	Yes: <input type="checkbox"/> No	If yes, may we contact your employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you a United States citizen?	Yes	No	If no, do you have a valid work permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(Proof of citizenship or immigration status may be required upon employment)					
Employment desired:	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary		
When are you available for work?	_____	Are you on a lay-off and subject to recall?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
In the past five years, have you been convicted of an offense other than a minor traffic violation?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please explain:	_____				
Have you ever been convicted of a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
If yes, please explain:	_____				
Do you have any physical or mental condition that prevents you from performing the duties and responsibilities of this position? If yes, please explain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
	_____				

**EDUCATION**

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	# OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Graduate School				
Bus. Or Trade School				
Professional School				
Special Honors:				

**COMPUTER SKILLS**

Check off those computer skills with which you are proficient (any version).

- PC User     
 Macintosh User     
 Windows     
 Microsoft Word     
 Microsoft Access  
 Microsoft Excel     
 Microsoft Publisher     
 Web Page Design/Maintenance     
 Email     
 Internet  
 Other

**DRIVER'S LICENSE**

Do you have a driver's license?     Yes     No      Expiration Date \_\_\_\_\_  
Driver's License No. \_\_\_\_\_ State of Issue \_\_\_\_\_     Operator     Commercial (CDL)     Chauffeur  
Have you had any accidents during the past three years?     Yes     No    How many? \_\_\_\_\_  
Have you had any moving violations during the past three years?     Yes     No    How many? \_\_\_\_\_

**MILITARY**

Are you a veteran of the United States military service?     Yes     No    If yes, what branch? \_\_\_\_\_  
If yes, Date Entered \_\_\_\_\_      Date discharged \_\_\_\_\_  
If yes, please describe any special skills or training acquired while in the service:  
\_\_\_\_\_

**OTHER SPECIAL SKILLS**

Please list other special skills you may have, e.g., fluency in other languages, licenses, certifications, special training required for the position for which you are applying, etc.

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**WORK EXPERIENCE**

Please list your work experience beginning with your **most recent** job. If you were self-employed, give firm name. Attach additional sheets if necessary. Exclude organization names which indicate race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability.

Most recent employer		Dates Employed		Work Performed
		From:		
Phone		To:		
Address		Supervisor		
Job Title		Reason For Leaving		

Employer		Dates Employed		Work Performed
		From:		
Phone		To:		
Address		Supervisor		
Job Title		Reason For Leaving		

Employer		Dates Employed		Work Performed
		From:		
Phone		To:		
Address		Supervisor		
Job Title		Reason For Leaving		

Employer		Dates Employed		Work Performed
		From:		
Phone		To:		
Address		Supervisor		
Job Title		Reason For Leaving		

**REFERENCES**

Please list two references other than relatives or previous employers

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone _____	Telephone _____

**WAIVERS AND DISCLOSURES**

Please read each section carefully and sign where indicated.

**AT-WILL EMPLOYMENT**

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by this organization. I understand and agree that, if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time, by either myself or my employer. I also understand that this written statement supersedes any and all oral representatives made by agents or representatives of this organization.

**CERTIFICATION OF TRUTH AND ACCURACY**

I certify that the information in this application is true, complete and correct. I understand that false answers, statements, or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

**AGREEMENT**

On entering the employ of Minton & Roberson, I agree to observe all the rules of my employer and governmental regulations which may apply to my duties. I understand that any continuation of my employment shall depend upon satisfactory replies on any background check and from my references, acceptance by the bonding company and performance satisfactory at all times to my employer. I understand and agree that my employment is for no definite period of time and may, regardless of the date of payment of my wages and salary, be terminated, with or without cause or notice, and without liability for doing so at any time. I understand that no representative of Minton & Roberson, other than the President of the Company, has authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the foregoing, and that any such agreement, to be enforceable, must be in writing and signed by the President of the Company.

I hereby acknowledge that Minton & Roberson or its agents may wish to conduct a complete investigation of my background and suitability to provide services to Minton & Roberson. I hereby consent to and authorize the release to Minton & Roberson or its agent of any and all information in the possession of any police department or other law enforcement agency, department of motor vehicles, any other state or federal agency, any personnel representing any school which I have attended, any past or present employer, any bank or other financial institution, or any credit bureau or other credit reporting agency.

My signature appearing hereon should be accepted by any of the above described person or entities as my request to disclose information in their possession to Minton & Roberson or its agents. I hereby release from any and all liability Minton & Roberson and its agents including any persons or entities described above which either gathers or releases information pursuant to this consent and authorization.

I further consent to any testing as may be required by Minton & Roberson, including but not limited to drug and/or alcohol testing.

Please Sign Here:

Date:

This application will be considered active for a maximum of ninety (90) calendar days. If you wish to be considered for employment after that time, you must re-apply. For inquiries regarding the Company's nondiscrimination policies, contact Human Resources, Minton & Roberson, 1100 International Plaza, Chesapeake, Virginia 23323.

**Thank you for applying to Minton & Roberson  
APPLICANT DATA RECORD**

**Non-Discrimination Policy:** Minton & Roberson, Inc. is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, marital status, gender identity, gender expression, veteran's status or non-disqualifying disability.

Affirmative Action Survey	Check One	Check One	Check any that apply
Government agencies require periodic reports on the sex, ethnicity, disability, and veteran status of applicants. Submission of information about a disability is voluntary. This data is for analysis and affirmative action only.	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Disabled <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran

**Special Employment Notice to disabled veterans, Vietnam Era veterans, and individuals with a physical or mental disability.**

Government contractors are subject to Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified disabled individuals.

If you are a disabled veteran, or have a physical or mental disability, you are invited to volunteer this information. The purpose is to provide information regarding proper placement and appropriate accommodation to enable you to perform the job in a proper and safe manner. This information will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect any consideration you may receive for employment.

Please check all boxes that apply to you:

- Disabled Individual
- I do not want to identify my veteran status
- I am not a veteran
- I am a veteran but not covered by the definitions on this form
- Disabled Veteran

Either (1) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability.

- Recently Separated Veteran

Any veteran during the three year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service. Discharge Date: \_\_\_\_\_

- Armed Forces Service Medal Veteran

Any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces Service Medal was awarded pursuant to Executive Order 12985. For the current list of military operations for which an Armed Forces Service Medal was awarded, please visit <http://www.opm.gov/staffingportal/vgmedal2.asp>

- Other Protected Veteran

A veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense. (For the current list of campaigns and expeditions for which a campaign badge was authorized, visit <http://www.opm.gov/staffingportal/vgmedal2.asp> )

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_