

The Melanson Company and Affiliates Application for Employment

The Melanson Company and its' affiliates ("Company") are Equal Employment Opportunity Employers and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. The companies make reasonable accommodations for qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable laws. Applicants requiring reasonable accommodation in the application process should notify the location manager.

Applying for: Full Time () Part Time () Temporary ()

All statements and questions are to be completed; the answers will be confidential.

1. PERSONAL INFORMATION

TODAY'S DATE: _____

Your name in full _____

LAST FIRST INITIAL

Your Address _____

STREET CITY STATE ZIP

Social Security Number _____ Home/Cell Phone Number _____

Other phone numbers where you could be reached in case of an emergency _____

Who should we contact in case of an emergency? Name _____ Phone # _____

Are you legally entitled to work in the United States*? () YES () NO

(*Proof of eligibility will be required upon offer of employment)

Do you have a valid Driver's License? () YES () NO If yes, do you have a commercial license*? () YES () NO

(*If yes, what type of commercial license? Any restrictions?) _____

Have you ever been convicted of, or have you pleaded guilty to, a felony or misdemeanor (excluding minor traffic offenses or convictions that have been sealed or expunged)? () YES () NO

If yes, please describe in full; _____

(Applicant, please note that a conviction of a crime is not an automatic bar to employment. All circumstances will be considered)

2. EMPLOYMENT DESIRED

SALARY EXPECTED: _____

Position applied for? _____ When can you report to work? _____

If you are presently employed, may we contact employer? () YES () NO

Have you ever been employed by our company or its affiliates before? () YES () NO

If Yes, please complete the following:

Company: _____ Dates employed _____ to _____

3. PREVIOUS EMPLOYMENT & EXPERIENCE

Please list all former employers, beginning with the most recent. Do not exclude any employment. Include any applicable temporary employment. (Attach another sheet if necessary.)

<i>Name, Address & Telephone # of Company</i>	<i>Start Date</i>	<i>End Date</i>	<i>Position Held</i>	<i>Your Supervisor's Name</i>	<i>Reason For Leaving</i>

Please list any special skills and /or experience you have that would be applicable to this job:

4. PERSONAL REFERENCES

Please list the names of **THREE** people you have known for at least **ONE YEAR** who are not related to you.

<i>Name</i>	<i>Phone #</i>	<i>How Acquainted</i>	<i>How Long</i>

5. APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

If employed, I agree to engage in no outside activity which would involve a material conflict of interest with, or which could reflect adversely on the Company. I understand this decision is to rest with the Company. I understand that due to the nature of the Company's business, attendance and punctuality are considered essential requirements of every job at the Melanson Company. I understand that my employment is "at-will" which means I can be terminated, with or without cause, at any time, at the option of the Company. I understand that no statements, assurances, policies, procedures, or actions of the Company or its representatives used during the employment process is deemed a contract of employment, wither real or implied. I understand that no representative of the Company, except the President, has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President. The Company may, at its sole discretion, revoke, amend, suspend, abridge, or change any benefit, policy, procedure, practice, condition or process affecting employees or my

employment. I also understand that any aspect of my employment including but not limited to my hours, duties, rate of pay, location of work, and benefits can be changed or eliminated at the company's sole discretion unless restricted by law.

Descriptions of these that are contained in any handbook, manual, policy and the like are for informational purposes and are not intended to be, nor should they be considered to constitute any employment contract, or an offer of continuing employment, benefit, or promise or any guarantee made by the Company.

I hereby affirm that my answers to these statements and questions (or any other accompanying or required documents) are true, correct, and complete to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I understand that any misrepresentation, deception, false statement or omission of any facts made in this Application for Employment (and/or accompanying documents) will result in my not being considered for employment, and if not discovered by the Company until after my becoming employed, will result in immediate termination of employment, regardless of the timing or circumstances of discovery. I further understand that if my employment with the Company may be restricted by any contract or agreement I have entered into, I will so advise the Company.

THE MELANSON COMPANY IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW. ANY APPLICANT WHO NEEDS REASONABLE ACCOMMODATION IN THE APPLICATION OR EMPLOYMENT PROCESS SHOULD NOTIFY DAVID P. THERRIEN.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AS OUTLINED ABOVE.

SIGNED _____ DATE _____

PRINT NAME: _____

FOR OFFICE USE ONLY

Hired? () YES () NO Start Date _____ Starting Pay _____

Hiring Manager Approval _____ Date _____

CONSENT TO PROCUREMENT OF CONSUMER CREDIT REPORT

I understand that, as a condition of my consideration for employment with The Melanson Company or as a condition of my continued employment with The Melanson Company, the Company may obtain a consumer report that includes, but is not limited to, my creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, personal interviews, Driving records, any other public records and any other information bearing on my credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness.

I hereby authorize and consent to The Melanson Company's procurement of such a report at any time. I understand that, pursuant to the federal Fair Credit Reporting Act, The Melanson Company will provide me with a copy of my rights if the information contained in such report is, in any way, to be used in making an adverse decision regarding my application for employment with The Melanson Company.

I understand that, should an offer of employment be extended by The Melanson Company, such employment with The Melanson Company is at-will, for no specified duration and may be terminated by either The Melanson Company or myself at any time, with or without cause or notice. I understand that no statements, assurances, policies, procedures, or actions of The Melanson Company or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of The Melanson Company except the President has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President.

I understand that my signature below authorizes The Melanson Company to conduct such background checks and investigative consumer reports and authorizes all educational institutions, employers, any enforcement agency, court, or appropriate source to release my information and that my signature releases The Melanson Company from liability and its sources of information from liability.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to The Melanson Company and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information. I further understand that such report will be made available to me prior to any such decision being made, along with the name and address of the reporting agency that produced the report.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE TO THE PROCUREMENT OF CONSUMER CREDIT REPORT.

Signature

Date

Print Name: _____

EOE/M/F/Vet/Disability Employer