

MIS CORPORATION - MICHIGAN

APPLICATION FOR EMPLOYMENT

PLEASE FILL OUT ALL PORTIONS COMPLETELY AND ACCURATELY. IN ACCORDANCE WITH STATE AND FEDERAL LAWS, MIS CORPORATION - MICHIGAN DOES NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, RELIGION, CREED, SEX, HEIGHT, WEIGHT, NATIONAL ORIGIN, MARITAL OR VETERAN STATUS, PHYSICAL, OR MENTAL DISABILITY, OR ANY OTHER LEGALLY PROTECTED STATUS.

(PLEASE PRINT CLEARLY)

1. Name: _____
(Last) (First) (Middle)
2. Present Address: _____
(Street) (City) (State) (Zip Code)
3. Home Telephone Number: (____) ____ - _____ 4. Alternate Telephone Number: (____) ____ - _____
5. Driver's License Number: _____ 6. Are you at least 18 years of age? Yes No
7. Do you have the legal right to work and remain in the U.S.? Yes No 8. Which position(s) do you seek? _____
(Proof will be required, if hired)
Do you belong to a Local Union _____ Local Name _____
9. Are you seeking a full-time position? Yes No 10. What rate of pay do you require? _____
11. Have you ever submitted an application to us, or previously been employed with us? Yes No If yes, when? _____
12. Do you have any relatives or close friends working here? Yes No If yes, who? _____
13. If the job you seek requires overtime work, or week-ends or holidays, are you willing to work such a schedule? Yes No
(Reasonable accommodations can be made in appropriate circumstances)
14. Have you ever been convicted of a felony? Yes No If yes, provide details, including dates: _____

15. Do you have any criminal charges pending against you currently? Yes No If yes, where? _____
For what? _____
- Has your driver's license ever been revoked or suspended? Yes No If yes, when, why? _____

16. What professional licenses do you hold that relate to the job you seek? _____
17. What specialized education, skills, or training do you possess that relate to the job you seek? _____

RECORD OF EDUCATION

HIGH SCHOOL (Name and Location)	Major Subject	No. of Years	Diploma or GED
UNIVERSITY or COLLEGE	Major Subject	No. of Years	Degree
OTHER - (Military Service, Trade, Business, Graduate School)	Major Subject	No. of Years	Certificate or Degree

WORK EXPERIENCE

(Start with present or most recent employer first)

1. Name and Address of Employer: _____ Dates Employed by Mo/yr: _____ to _____

Position Held: _____ Duties: _____ Supervisor's Name: _____

Salary Received: _____ Reason for Separation: _____

2. Name and Address of Employer: _____ Dates Employed by Mo/yr: _____ to _____

Position Held: _____ Duties: _____ Supervisor's Name: _____

Salary Received: _____ Reason for Separation: _____

3. Name and Address of Employer: _____ Dates Employed by Mo/yr: _____ to _____

Position Held: _____ Duties: _____ Supervisor's Name: _____

Salary Received: _____ Reason for Separation: _____

4. Name and Address of Employer: _____ Dates Employed by Mo/yr: _____ to _____

Position Held: _____ Duties: _____ Supervisor's Name: _____

Salary Received: _____ Reason for Separation: _____

REFERENCES

(List at least three (3) business references that may be contacted.)

Name of Reference	Address	Telephone	Relationship
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

NARRATIVE

(Write a summary of the reason(s) you have sought employment with us.)

AUTHORIZATIONS AND ACKNOWLEDGMENTS

I certify that the information contained in this application (and resume, if applicable) is true and complete. I understand that falsification or omission of relevant facts in my application, resume, other materials provided, during my interview, or during my employment, if hired, in any detail, is grounds for disqualification from further consideration or for discipline or dismissal from employment in accordance with company policy. I agree to conform to the rules and regulations of MIS Corporation - Michigan, and understand that my employment relationship with MIS Corporation - Michigan is "at-will" and that I or MIS Corporation - Michigan may terminate my employment with or without cause, and with or without notice, at any time. I further understand that no company agent or representative has any authority to enter into a contract of employment with me except for MIS Corporation - Michigan's President, and that any such agreement must be signed by both parties.

I acknowledge that any offer of employment I may receive from MIS Corporation - Michigan is contingent on the results of a reference and background check. Therefore, I authorize MIS Corporation - Michigan to: (1) investigate the truthfulness of all statements made on this application, or my resume; (2) contact my former employers and other listed references or any other persons who can verify information (including law enforcement agencies); and (3) discuss results of any investigation with other employees of MIS Corporation - Michigan involved in the hiring process. In addition, I give my consent for all contacted persons, including former employers, to provide information concerning this application and I release each such person from liability for providing information to the company. I waive any written notice for the release of such information which may be required under state or federal law.

I hereby give my consent for MIS Corporation - Michigan through an authorized agent to collect my urine, saliva, blood, or hair samples for the purposes of testing for the presence, and my use of, alcohol, drugs, or other controlled substances. I hereby release MIS Corporation - Michigan and its authorized collection/testing agent from any liability whatsoever, including attorneys' fees, from any liability resulting from the collection or testing process or from the tests results. I further understand that should I receive an offer of employment, it may be conditioned upon my undergoing and successfully passing a job-related medical examination. I also understand and agree that, if employed, I may be required to submit to an alcohol or drug test, or job-related medical examination at any time at the discretion of MIS Corporation - Michigan. I hereby consent to having the results of any such alcohol or drug test or job-related medical examination disclosed to MIS Corporation - Michigan. I also acknowledge that any offer of employment that I receive is contingent upon the results of my job-related medical examination finding me able to perform the essential functions of the job offered with or without accommodation. I understand that a positive drug test result, a refusal to submit a requested sample for testing, or a refusal to authorize such testing may result in MIS Corporation - Michigan withdrawing any offer of employment made to me, or result in my immediate discipline or dismissal.

Should I have a legally protected physical or mental disability that affects my ability to perform the job that I seek, I understand that I may request that MIS Corporation - Michigan provide a reasonable accommodation for it. I am aware that I must make any such request for accommodation immediately known and no later than 182 days after the date that I know, or reasonably should have known, of my need for an accommodation.

Dated: X Applicant: X

**KNOWING AND VOLUNTARY
LITIGATION AGREEMENT AND WAIVER**

MIS Corporation - Michigan (Employer), and X (Employee), as a condition of initial and continued employment, future promotions, compensation increases, use of Employer's property and facilities, access to Employer's trade secrets and/or confidential information, access to Employer's clients, and other additional benefits that the parties agree are valuable considerations for signing this Knowing and Voluntary Litigation Agreement and Waiver (Agreement), agree to litigate any claims involving the Employee's employment or termination of employment according to the terms as follow:

1. The parties understand and agree that this Agreement waives their right to a jury trial, if applicable, and instead allows only for a bench trial before a judge without a jury.
2. The party bringing a claim must file the claim in a court of competent jurisdiction in Saginaw County, Michigan no later than one hundred and eighty (180) calendar days from the date the alleged claim arose or according to the applicable statute of limitations, whichever is less. If the party with the claim fails to do so, they will forever lose their right to litigate their claims in any manner. If they lose their right to litigate their claim in court under this Agreement, they still cannot file suit or a claim in any other jurisdiction or forum as allowed by law. Should either party file their claim in a court or forum not pursuant to this Agreement, the action shall not toll or extend the time for filing pursuant to this Agreement.
3. The parties shall have all other rights pursuant to applicable court rules at each party's own expense.
4. The Employee acknowledges that he/she is an employee at-will unless subject to a collective bargaining agreement or other written just cause employment contract. Nothing in this Agreement creates an express or implied employment contract. The Employee understands that only an employment agreement that the Employer signs specifically changing the at-will employment relationship is valid to make such a change.
5. This Agreement, together with the Employee's Application for Employment incorporated by reference, is the complete Agreement between the parties on the litigation of disputes. This Agreement supersedes any prior or current oral or written understanding on the subject. Neither party is relying on any oral, nor written representations of any type other than those

contained in this Agreement. If any judge determines that any partial or complete provision of this agreement is invalid, or otherwise unenforceable, the portion or complete provision shall be stricken, or revised to reflect the intent of the parties at the time of signing, and the remaining provisions shall continue in full force and effect.

Receipt of this Agreement acknowledges that each party is responsible for carefully reading it and understanding that it contains a binding election to waive a jury trial, reduce the filing period to 180 calendar days or less, and elect Saginaw County as the location for litigation. The parties have entered into this Agreement voluntarily as a condition of employment, and/or continued employment, including future promotions, pay increases, use of the Company's equipment, and access to customers, and acknowledge that the actions of the Employee engaging in, or continuing employment, using the Employer's property and facilities, accepting compensation and benefits, continuing contact with Employer's clients, customers, or consumers, and continuing to have access to and use of Employer's trade secrets and/or confidential information constitutes each party's mutual assent to be bound by this Agreement whether or not fully executed by both parties.

EMPLOYEE: *****

EMPLOYER:

Print Name

By: _____

Signature

Its: _____

Dated: _____ 20__

Dated: _____ 20__

MIS Corporation - Michigan