

## PERSONAL INFORMATION

DIRECTIONS: PLEASE ANSWER EVERY QUESTION. PRINT.

Name \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL SOCIAL SECURITY NUMBER TODAY'S DATE

Present Address \_\_\_\_\_ Phone # \_\_\_\_\_  
STREET CITY STATE ZIP

Permanent Address \_\_\_\_\_ Phone # \_\_\_\_\_  
STREET CITY STATE ZIP

Are you over eighteen years of age?  Yes  No  
 Can you, after employment, submit a work permit if under 18 years of age?  Yes  No

Have you ever been convicted of a crime (other than minor traffic violations)  Yes  No  
 If yes, please explain: \_\_\_\_\_

Do you have a legal right to work in the United States?  Yes  No  
 If you are not a citizen, can you submit proof of your legal right to work, if you are offered a job?  Yes  No

In case of emergency, notify:  
 \_\_\_\_\_  
NAME ADDRESS PHONE

How were you referred to Mandarin Express?  
 \_\_\_\_\_

Have you ever worked for us before?  Yes  No  
 If yes, where and when \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

## PLACEMENT INFORMATION

Job applying for: \_\_\_\_\_  Full-time  Part-time  
 Circle days available: M T W TH F SA SU  
 Please list hours available (a.m. or p.m.) Mon-Fri \_\_\_\_\_ Sat. \_\_\_\_\_  
 Sun. \_\_\_\_\_

When could you start work?  
 \_\_\_\_\_

Do you have any outside activities that would keep you from work?  Yes  No  
 If yes, please explain \_\_\_\_\_

## EDUCATION AND TRAINING

School	Name and Location	# of Years Completed	Average Grade
High School			
Business School			
College			
Other			

List scholastic honors, offices held, or activities: \_\_\_\_\_



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I agree that if I become employed with Mandarin Express, I will be required to read and comply with all rules, policies, and regulations.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**MANDARIN EXPRESS IS AN EQUAL OPPORTUNITY EMPLOYER**