

EMPLOYMENT APPLICATION

Equal Employment Opportunity

Maruichi Leavitt Pipe & Tube, LLC ("Maruichi Leavitt") is an Equal Opportunity Employer. We do not discriminate against qualified applicants based upon any protected group status, including but not limited to race, color, religion, gender, national origin, ancestry, age, marital status, military or veterans status, sexual orientation, physical or mental disability or medical condition as defined by applicable equal opportunity laws.

Disclaimers

We are glad you are interested in joining Maruichi Leavitt. Please read the following statements carefully before you agree and submit this application.

Maruichi Leavitt, in considering your application for employment, may verify the information set forth on this application and obtain additional information related to your background.

Notice to Candidate

This application will be considered active for 60 days. If you have not been hired within 60 days of submitting this application and you wish to be considered for employment, you must complete a new application.

Personal Information

Last Name					First		Middle		Date of Application	
Address:		Street		City		State		Zip Code		
Telephone No. (Home)			Telephone No. (Mobile)			Other Phone				
E-mail Address (Optional):										

Have you ever applied or worked for this Company previously?

Yes No

How were you referred to us?
Please note one and provide
detail where requested.

Advertisement
 College

Employment Agency: _____
Employee: _____
Other: _____

Are you at least 18 years old?

If under 18, hire is subject to verification that you are of minimum age.

Yes No

Are you legally authorized to work in the U.S.?

Yes No

If hired, can you submit documentation verifying your identity and your legal right to work in the U.S. within three business days of when you begin work for pay?

Yes No

Have you ever worked or attended school under another name?

Yes No: If Yes, under what Name?

Please complete all parts of this application by printing in ink; All portions of this application must be completed regardless of whether or not a resume is attached.

Employment Interest

Position Sought: _____

Available Start Date: _____

Type of employment desired? <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Are you available to work overtime, if necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you available to work on weekends and/or Holidays, when and if necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you willing and able to travel for business? <input type="checkbox"/> Yes <input type="checkbox"/> No	If given a job offer what is your minimum acceptable salary or hourly pay rate? _____	

Day/Hours Available:

Mon: From _____ To _____
 Tue: From _____ To _____
 Wed: From _____ To _____
 Thurs: From _____ To _____
 Fri: From _____ To _____
 Sat: From _____ To _____
 Sun: From _____ To _____

Military Service

Were you in the Armed Services? If yes, what branch <input type="checkbox"/> Yes <input type="checkbox"/> No	Highest rank reached? _____ Specialty? _____	Service Date (From/To) _____	Are you an Active National Guard or Reserve? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Education & Training

List High School, Colleges, Universities, Professional Schools, Correspondence, etc.	Location	Major/Subject of Study	Did you graduate?	Degree/diploma received
<i>High School</i>				
<i>College/University</i>				
<i>Post Graduate School</i>				
<i>Other</i>				

What foreign languages do you speak fluently: Read? <input type="checkbox"/> Yes <input type="checkbox"/> No Speak? <input type="checkbox"/> Yes <input type="checkbox"/> No Write? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you type? <input type="checkbox"/> Yes <input type="checkbox"/> No Please list the type of software you can use. Please list your level of proficiency (high, medium, low) _____	Can you use a Personal Computer? If yes, Please specify type of system (MAC, Windows, etc.) _____
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Education & Training (continued)

Do you have any other special skills or knowledge or training that will help you in qualifying for employment with us? Please list.

Professional organizations and/or volunteer activities (You may exclude information that indicates religion, age, disability status, race, or national origin)

Work Experience (List your last employer first)

Employer's Name, Address, & Phone No.	Supervisor's Name & Title	Your Title	Dates Employed		Salary (provide hourly or monthly)		Reason for Leaving
			From	To	Start	Finish	
May we contact for references:	<input type="checkbox"/> Yes <input type="checkbox"/> No						
May we contact for references:	<input type="checkbox"/> Yes <input type="checkbox"/> No						
May we contact for references:	<input type="checkbox"/> Yes <input type="checkbox"/> No						
May we contact for references:	<input type="checkbox"/> Yes <input type="checkbox"/> No						

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Certification & Acknowledgment

1. **Truthful Application.** I certify that all the information provided in this application is true, and that I have not knowingly withheld any facts that might affect the company's decision to employ me. I am aware that any misrepresentation or omission on this application shall be sufficient cause for rejection of this application or for immediate termination of employment if I am employed, regardless of the time elapsed before discovery.
2. **Consent to employment verification.** I hereby authorize Maruichi Leavitt to thoroughly investigate the information I have provided in this Employment Application including my references, work record and education. I further authorize the references I have listed to disclose to H.I.S. International Tours (NY) Inc. In addition, I hereby release Maruichi Leavitt my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.
3. **New Hire Orientation Period.** I understand all new employees are on a new hire introductory period, after which suitability for regular employment will be decided by the Company.
4. **Employment-at-will relationship.** I understand that this application is not a contract, offer or promise of employment. I further understand that nothing contained in the application, or conveyed during any pre-employment interview or during my employment if hired, is intended to create an employment contract between me and Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the Company unless made in writing and signed by me and the Company's President or equivalent position.
5. **Proof of Legal Right to Work in U.S.** I understand that if I am hired, I will be required to provide proof of identity and proof that I may legally work within the U.S.
6. **Background Checking.** I understand that Maruichi Leavitt will perform a background check prior to an employment offer being made. The background check will be performed by a third-party and will be completed at the expense of the Company. Furthermore, I understand that I will be required to sign a written agreement with the third-party investigation service to authorize the background check prior to it being performed.

PLEASE READ THE ABOVE STATEMENTS AND SIGN TO INDICATE YOUR AGREEMENT

SIGNATURE _____

DATE _____

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