



Application Instructions

- Download and print the application. If you need an application mailed to you, contact Carew Halleck at 507-454-0913
- Fill out the application as completely as possible
- Drop the application off at any Mugby location, or mail to the following address:
Mugby Junction
718 Mankato Ave
Winona, MN 55987

Interviews

Interviews are held on a continuous basis. When you are scheduled for an interview, you will be notified of the location interview at that time.

Questions

Please direct all questions to Carew Halleck (carew@mugbyjunction.com) or Virginia Laken (Virginia Laken), at 507-454-0913



Employment Application

Contact Information

Name		
Last	First	Middle
Street Address		
City	State	Zip
Home Phone	Other Phone	Email Address

- ❖ Are you applying for: Part-time Full-time Either
- ❖ Number of hours you'd like to work: _____ Date you could start? _____
- ❖ What time of day would you like to work: Mornings Days Evenings Weekends
- ❖ Can you perform the essential functions of the job you are applying for with or without reasonable accommodations? Yes No
If **No**, please explain: _____
- ❖ Is there any work you will not perform? Yes No
If **Yes**, please explain: _____
- ❖ If hired, can you furnish proof that you are eligible to work in the United States? Yes No
If **No**, please explain: _____
- ❖ If hired, are you prepared to provide your medical history and take a physical exam, including a drug and alcohol screening?
 Yes No If **No**, please explain: _____
- ❖ Have you ever been convicted of a crime? (Convictions will not necessarily disqualify an applicant for employment.) Yes No
If **Yes**, please explain: _____

What unique qualifications, skills, experience or interests do you bring to Mugby Junction? _____

Describe a situation when you received or provided excellent customer service: _____

Why would you like to work for Mugby Junction? _____

Employment History

Please provide a complete record of your full-time and part-time employment. Start with your current or most recent employer.

1	Employer	Phone
	Address	
	Position Title	
	Supervisor's Name and Title	
	Weekly Rate	Employment (Month/Year)
	Starting Ending	From To
	Describe the work you did (include skills that apply to Mugby Junction)	
	Explain your reason for leaving:	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If No , why not?		

2	Employer	Phone
	Address	
	Position Title	
	Supervisor's Name and Title	
	Weekly Rate	Employment (Month/Year)
	Starting Ending	From To
	Describe the work you did (include skills that apply to Mugby Junction)	
	Explain your reason for leaving:	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If No , why not?		

3	Employer	Phone
	Address	
	Position Title	
	Supervisor's Name and Title	
	Weekly Rate	Employment (Month/Year)
	Starting Ending	From To
	Describe the work you did (include skills that apply to Mugby Junction)	
	Explain your reason for leaving:	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If No , why not?		

4	Employer	Phone
	Address	
	Position Title	
	Supervisor's Name and Title	
	Weekly Rate	Employment (Month/Year)
	Starting Ending	From To
	Describe the work you did (include skills that apply to Mugby Junction)	
	Explain your reason for leaving:	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If No , why not?		

Please list any membership in professional, educational or civic organizations. (You may exclude those which may disclose your race, color, religion, or national origin.) _____

Education

High School	Years Completed 1 2 3 4	Name
		Address
	Did You Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study
College or Vocational	Years Completed 1 2 3 4	Name
		Address
	Did You Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study
Other	Years Completed 1 2 3 4	Name
		Address
	Did You Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study

References (If not previously employed, list personal references)

(1) Name/Title _____ Phone _____
 Organization _____ Address _____
 Association with You _____

(2) Name/Title _____ Phone _____
 Organization _____ Address _____
 Association with You _____

(3) Name/Title _____ Phone _____
 Organization _____ Address _____
 Association with You _____

Please Read and Sign

By my signature below, I promise that the information provided in this employment application (and accompanying resume or documentation, if any) is true and complete, and I understand that any false or misleading information or significant omissions may disqualify me from further consideration for employment, and may lead to my dismissal from employment, if discovered at a later date. I agree to immediately notify Mugby Junction if I should be convicted of a felony, or any crime involving dishonesty, breach of trust, controlled substances, sexual misconduct, abuse, or violence, while my job application is pending, or during my period of employment, if hired.

I authorize any person, school, current employer, past employer(s), and organizations named in this application (and accompanying resume, if any) to provide Mugby Junction with any information and opinion requested by Mugby Junction in connection with any application, and I release such persons and organization from any legal liability in making such statements.

I understand that this application does not create a contract of employment. I understand that, if hired, I am obliged to comply with any and all current and subsequently adopted Mugby Junction policies. I understand and agree that, if hired, my employment is for no definite period of time, and may, regardless of the date of payment of my wages or salary, be terminated for any reason, with or without notice. I understand that no person is authorized to change any of the terms mentioned in this employment application.

Applicant's Signature _____ Date _____