



Munch's Supply Family of Brands Employment Application

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department. Please email your completed employment application to careers@munchsupply.com.

Date of application: ____ / ____ / ____

Name: _____
Last First Middle

Address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____ Mobile/other: _____

Email address: _____

Company you are applying for:

- Munch's Supply (IL, IN, MI)
- Tommark (MI)
- O'Connor Company (KS, MO, NE, IA, OK)
- Comfort Air Distributing (CO)

Location(s) you are applying for: _____

Position(s) you are applying for: _____

How did you hear about us?

- Advertisement / Website: _____
- Employee (print name): _____
- Relative (print name): _____
- Walk-in
- Other referral(s) / source(s): _____

Have you submitted an application here before? Yes No

If yes, list position(s) and date(s): _____

Have you ever been employed here before? Yes No

If yes, give date(s): from ____ / ____ / ____ to ____ / ____ / ____

If yes, reason for leaving: _____

Date available for work: ____ / ____ / ____

What is your desired wage / salary range? \$ _____

Type of employment desired: Full-time Part-time Temporary Seasonal Educational co-op

Are you willing to relocate within your job market area if the position requires it? Yes No

Are you willing to travel within your market area if the position requires it? Yes No

Are you willing to work overtime if required? Yes No If no, please explain: _____

Driver's license number and classification (if driving is an essential job function):

Number: _____ State: _____ Classification: _____

Employment History

Please provide the following information of your current and past employers, assignments, and/or volunteer activities, starting with the most recent (covering the last ten (10) years). **This page asks for a substantial amount of information not normally included on a resume. Please complete this section even if you have included a resume.**

		Dates Employed	
Employer	Telephone	From:	To:
Address	City	Summary of job responsibilities and work performed	
Starting Job Title / Final Job Title			
Immediate Supervisor's Full Name and Title			
Reason For Leaving			
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
		Dates Employed	
Employer	Telephone	From:	To:
Address	City	Summary of job responsibilities and work performed	
Starting Job Title / Final Job Title			
Immediate Supervisor's Full Name and Title			
Reason For Leaving			
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
		Dates Employed	
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Address	City	Summary of job responsibilities and work performed	
Starting Job Title / Final Job Title			
Immediate Supervisor's Full Name and Title			
Reason For Leaving			
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
		Dates Employed	
Employer	Telephone	From:	To:
Address	City	Summary of job responsibilities and work performed	
Starting Job Title / Final Job Title			
Immediate Supervisor's Full Name and Title			
Reason For Leaving			
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			

Comments (including explanations of any gaps in employment): _____

Educational Background (if job related)

A. List last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade point average or class rank. E. Major field of study. F. Minor field of study (if applicable).

A. School/City/State	B. Number of years completed	C. Degree Diploma	D. GPA Class Rank	E. Major	F. Minor
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			

References

List name and telephone number of three (3) **business / work** references **who are not related to you** and **are not previous supervisors**. If not applicable, list three (3) school or personal references who are not related to you.

Name	Telephone	How do you know this person?	Number of years known

Additional Information

List professional, trade, business or civic associations and any offices held. Exclude memberships that would reveal race, color, religion, sex, gender identity, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status.

Organization	Offices held

List technical/software skills and keyboarding competency levels (**for computer/administrative candidates only**).

Technical/Software	Took course	Self taught	Competency level (check one)				
			Expert	Above Average	Average	Still Learning	Little to No Competency
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Keyboarding/Typing competency level:

Expert Above Average Average Still Learning Little to No Competency

List skills, qualifications, awards and special accomplishments, etc. Exclude memberships that would reveal race, color, religion, sex, gender identity, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status: _____

List any additional information you would like us to consider: _____

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete, and correct.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, governmental representatives, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering, and using such information in the employment process and all other persons, government agencies, businesses, or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for one (1) year. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply at one of the websites* listed below on the Careers tab.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the forgoing express language are valid unless they are in writing and signed by the employer's CEO.

If I am selected to be hired by the company, a representative from the company will notify me to extend a verbal offer of employment. If I agree to the terms of the offer, I will be sent a formal offer letter and will be required to sign an authorization to conduct a series of background checks. If I am interested in the job offer, I understand that I have five (5) days to sign and return the formal offer letter to the company. The job offer will be contingent upon satisfactory background check results which may include, but are not limited to, such items as a criminal check, driver insurability, drug screen, or employment references. The employer is a 100% drug-free workplace.

Employees may be asked to enter into an agreement upon hiring that restricts their use of the employer's confidential and proprietary business information and limits their abilities to solicit the employer's employees and customers during and for one (1) year after their employment.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws required me to complete an I-9 Form in this regard.

I understand that should an employment offer be extended to me and accepted, that I will fully adhere to the policies, rules, and regulations of employment of the employer. However, I further understand that neither the policies, rules, regulations of employment, or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. This application will be forwarded to the Munch's Supply corporate Human Resources department for review. If a hiring manager has an interest, you will be contacted.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the forgoing Applicant Statement.

Signature of applicant: _____ Date: _____

*www.munchsupply.com
www.oconnorhvac.com
www.tommark.com
www.comfortairdistributing.com