



170 Route 206 South, Suite A, Hillsborough, NJ 08844
tel: 908.281.0911 • fax: 908.281.0711

Dear Prospective Menco Candidate,

Our core values are the principles that provide us the foundation on which we perform work and conduct ourselves as a company.

As part of the Menco team, you will find rewarding opportunities to collaborate with diversely talented and dedicated colleagues whose sense of purpose complement your own.

Our company core values are listed below. Every potential employee must read, sign, and return this commitment letter with your completed application for employment. If hired, this signed commitment letter will be placed in your official personnel folder.

- ◆ **Honesty** – in every action, commitment and word is a mandatory prerequisite for positive business relationships, and therefore the most prized quality at Menco.
- ◆ **Respect** – for everyone we encounter is demonstrated by honoring property, diversity, beliefs and our common humanity. We offer others what we expect for ourselves.
- ◆ **Teamwork** – is our active principle as we support each other and work together as a cohesive unit to achieve the highest standard of quality for our clients and each other.
- ◆ **Excellence** – has been a clearly defined quality at Menco from our first day of operation, and nothing short of reaching and exceeding our team's long-standing achievements will ever be acceptable.
- ◆ **Service** – to our customers and each other is the lifeblood of Menco and always has been. To serve the best interests of everyone we encounter is a privilege we honor daily.
- ◆ **Dignity** – cannot be conferred upon another; it can only be recognized. Menco employees acknowledge the dignity of every person, and in the process, we comprehend and appreciate our own distinction and worth.

By signing this commitment letter, I agree, if hired at Menco, to uphold, embrace, and work by these values.

Signature: _____ Date: ____ / ____ / ____



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APPLICATION FOR EMPLOYMENT

Menco is an equal opportunity employer that does not discriminate on the basis of race, color, creed, religion, national origin, age, gender, or disability. Employment at Menco is based solely upon the individual's qualifications, work experience, educational background and ability to perform a job's essential duties.

PERSONAL INFORMATION

Name: (Last, First, Middle)		Social Security Number:		Date of Application:
Address: (Street, City, State, Zip Code)				
Home Phone:	Cell Phone:	Best phone number to contact you? <input type="checkbox"/> Home <input type="checkbox"/> Cell	E-Mail Address:	Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever filed an application with Menco before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date. _____				
Are you either a U.S. citizen or an alien who is legally eligible for employment in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain below: _____				
Answering "yes" to the following question does not constitute an automatic bar to employment, but will be considered in relation to specific job requirements. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.				
Have you ever pled "guilty" or "no contest" to, or been convicted of a crime or other offense? <input type="checkbox"/> No <input type="checkbox"/> Yes				
If yes, please provide date(s) and details: _____				

EMPLOYMENT DESIRED

Position Desired:	Type of Employment Desired: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	Salary Desired:
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you're employed now, may we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Available Start Date:
Referred By:		

EDUCATION & TRAINING

School	Name and Location of School	Check Last Year Completed	Did You Graduate?	Degree Obtained and GPA
High School		<input type="checkbox"/> 1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> 2		
		<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> GED		
College		<input type="checkbox"/> 1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> 2		
		<input type="checkbox"/> 3 <input type="checkbox"/> 4		
Graduate School		<input type="checkbox"/> 1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> 2		
		<input type="checkbox"/> 3 <input type="checkbox"/> 4		
Trade, Business or Correspondence School		<input type="checkbox"/> 1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> 2		
		<input type="checkbox"/> 3 <input type="checkbox"/> 4		

GENERAL

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Special Skills - Check the skills that you possess:

Excel Access Word Works Power Point DemandBridge Typing/Words per minute: _____

Other Skills:

List all languages, other than English, that you speak or write fluently: _____

MILITARY RECORD IN THE UNITED STATES ARMED FORCES

Have you ever been in the U.S. military service? <input type="checkbox"/> Yes <input type="checkbox"/> No	Branch of Service: _____	Date of Service: From: _____ To: _____
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Type of Discharge: <input type="checkbox"/> Honorable <input type="checkbox"/> Dishonorable Explain: _____	Are you a war veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No
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EMPLOYMENT HISTORY Start with your current or last employer.

From:	Name & Address of Employer:	Position Held:	Salary:
		Briefly describe the work you performed and job responsibilities:	<input type="checkbox"/> Annual <input type="checkbox"/> Per Hour <input type="checkbox"/> Weekly
To:	Phone Number:	Reason for Leaving (If not current employer):	
	Supervisor's Name:		
May we contact your supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
From:	Name & Address of Employer:	Position Held:	Salary:
		Briefly describe the work you performed and job responsibilities:	<input type="checkbox"/> Annual <input type="checkbox"/> Per Hour <input type="checkbox"/> Weekly
To:	Phone Number:	Reason for Leaving:	
	Supervisor's Name:		
May we contact your supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
From:	Name & Address of Employer:	Position Held:	Salary:
		Briefly describe the work you performed and job responsibilities:	<input type="checkbox"/> Annual <input type="checkbox"/> Per Hour <input type="checkbox"/> Weekly
To:	Phone Number:	Reason for Leaving:	
	Supervisor's Name:		
May we contact your supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
From:	Name & Address of Employer:	Position Held:	Salary:
		Briefly describe the work you performed and job responsibilities:	<input type="checkbox"/> Annual <input type="checkbox"/> Per Hour <input type="checkbox"/> Weekly
To:	Phone Number:	Reason for Leaving:	
	Supervisor's Name:		
May we contact your supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

PERSONAL REFERENCES: Indicate name, relationship, phone number, and address of three references who are <i>not</i> related to you and are not previous supervisors.			
Name:	Relationship:	Phone Number:	May we contact reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address (Street, City, State, Zip Code)			
Name:	Relationship:	Phone Number:	May we contact reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address (Street, City, State, Zip Code)			
Name:	Relationship:	Phone Number:	May we contact reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address (Street, City, State, Zip Code)			

REFERRALS					
How were you referred to Menco?					
<input type="checkbox"/> Newspaper	<input type="checkbox"/> School	<input type="checkbox"/> Open House	<input type="checkbox"/> Career/Job Fair	<input type="checkbox"/> Internet Posting	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Professional Journal	<input type="checkbox"/> Employee Referral			
<input type="checkbox"/> Other: _____					

IN CASE OF EMERGENCY NOTIFICATION		
Name:	Relationship:	Phone Number:
Address:		

I certify that all the information submitted by me on this application is true and complete. I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time.

I authorize Menco to investigate any and all statements that I have made on this application for employment.

I authorize all individuals and institutions, including my previous employers, and the schools that I have attended, to provide Menco with any information that they may request in connection with this investigation.

I acknowledge that as part of the screening process, Menco require applicants to undergo a pre-employment background check and may require a physical examination, which may include drug and alcohol testing. I understand that the successful completion of my physical examination will be a requirement for employment.

I hereby release and hold Menco harmless, its representatives, and all individuals and institutions listed, not liable for any damages arising from this investigation.

I understand that if employed, I must produce applicable documents that I am a United States citizen or alien lawfully authorized to work in the United States.

In consideration of my employment, I agree to conform to Menco's rules & regulations and maintain strict confidentiality concerning Menco's business affairs and its employees. I understand that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time by Menco. I understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by Menco.

I understand that no Menco representative, other than an officer of Menco, has any authority to enter into any agreement for employment, and then only when in writing and signed by an officer.

I acknowledge that this application does not constitute a contract of employment and initial employment does not guarantee continued or ongoing employment.

SIGNATURE: _____

DATE: _____ / _____ / _____

**UPON COMPLETION, ATTACH RESUME AND MAIL TO:
MENCO, 170 ROUTE 206 SOUTH, SUITE A, HILLSBOROUGH, NJ 08844, ATTENTION: HUMAN RESOURCES**