



# MELCO EMPLOYMENT APPLICATION

PLEASE COMPLETE ALL PAGES, SIGN, DATE AND MAIL THE ORIGINAL  
4420 SAN FERNANDO ROAD / GLENDALE, CA 91204 / (818) 247-7500

PLEASE PRINT CLEARLY IN BLACK INK

TODAY'S DATE

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**PERSONAL INFORMATION**

Name:

Last

First

Middle

Present Address:

No.

Street Address

City

State

Zip Code

Permanent Address:

(If Different)

No.

Street Address

City

State

Zip Code

Home Phone:

Message Phone:

Social Security Number:

Are You 18 Years or Older?

Yes

No

Other Names Under Which Previous Employment May Be Verified:

In Case of Emergency, Notify:

Name:

Address:

No.

Street Address

City

State

Zip Code

Phone:

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**EMPLOYMENT DESIRED**

Position Desired:

Salary Desired:

Date You Can Start:

Are You Available to Work:

Full-Time

Part-Time

Evenings

Weekends

Overtime (if required)

Hours Available (a.m. or p.m.):

Mon-Fri

Sat

Sun

If unavailable to work certain hours/days, please explain:

Are you employed now?

Yes

No

If Yes, May We Contact Your Present Employer?

Yes

No

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**BACKGROUND INFORMATION**

Do You Have Any Relatives Who Are, or Were, Employed by Melco?

Yes

No

If Yes, Who and in What Position?

Do You Have a Valid Driver's License?

Yes

No

If Yes, Driver's License Number:

State:

Class:

Expires:

Are You Eligible to Work in the U.S.?

Yes

No

(If hired, you will be required to produce evidence.)

Have you ever been convicted of a felony or misdemeanor, including minor traffic offenses that would be considered minor misdemeanors?

Yes

No

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature, date, surrounding circumstances, and relevance of the offense to the position for which you are applying will be taken into consideration. False information could be grounds for termination.)

If Yes, Please State the Nature of the Crime(s), When and Where Convicted, and Disposition of the Case(s):



**EMPLOYMENT HISTORY – BEGINNING WITH YOUR CURRENT JOB, PLEASE LIST YOUR LAST FOUR WORK EXPERIENCES**

From:	To:	Company:
Type of Business:		Address:
Phone Number:		Position:
Base Rate of Pay:	per	Additional Compensation:
Description of Responsibilities:		
Reason For Leaving:		
Supervisor:		Position:

From:	To:	Company:
Type of Business:		Address:
Phone Number:		Position:
Base Rate of Pay:	per	Additional Compensation:
Description of Responsibilities:		
Reason For Leaving:		
Supervisor:		Position:

From:	To:	Company:
Type of Business:		Address:
Phone Number:		Position:
Base Rate of Pay:	per	Additional Compensation:
Description of Responsibilities:		
Reason For Leaving:		
Supervisor:		Position:

From:	To:	Company:
Type of Business:		Address:
Phone Number:		Position:
Base Rate of Pay:	per	Additional Compensation:
Description of Responsibilities:		
Reason For Leaving:		
Supervisor:		Position:

**PLEASE READ AND SIGN BELOW**

*If employed by Melco Wire Products, Inc. and in consideration of my employment, I agree to abide by the written and unwritten rules and regulations of Melco Wire Products, Inc., and agree that my employment and compensation can be terminated at will, with or without cause, with or without notice, at any time, either at my option or at the option of Melco. I understand that no management representative has any authority to enter into any agreement of employment for any specified period of time, or to make any agreement contrary to the foregoing, except the General Manager. Any such agreement must be in writing and signed by both the General Manager and myself.*

*I authorize prior employers, references, and others identified in this application as sources of information regarding my character, qualifications, work history, and background to provide information without limitations pertaining to those subjects. I waive any rights of privacy that may be attached thereto. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to Melco, as well as from the use or disclosure of such information by Melco or any of its agents, associates, or representatives.*

*I hereby certify that all the foregoing information I have supplied in this application is correct and complete. Furthermore, I understand that any misrepresentation, falsification, or material omission of information in this application may result in my failure to receive an offer or, if I have been hired, my immediate dismissal from employment.*

*I also understand that all offers of employment are conditioned on the provision of satisfactory proof of my identity and legal authority to work in the U.S. Offers of employment are also conditioned on Melco's receipt of satisfactory responses to reference requests and the satisfactory completion of tests for drugs and/or alcohol at a facility selected by Melco at Melco's expense.*

*Melco Wire Products, Inc. is committed to a policy of equal employment opportunity for applicants and associates. Employment decisions shall comply with all applicable laws prohibiting discrimination in employment, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans With Disabilities Act of 1990, the Immigration and Nationality Act, and any applicable state laws.*

Signature of Applicant

Date

**THANK YOU FOR YOUR INTEREST IN EMPLOYMENT WITH MELCO!**