



## Employment Application Instructions

Thank you for your interest in MCR Services, Inc. We strive to provide the best in **M**anagement, **C**onstruction, and **R**enovation and take pride in the quality of our employees and commitment to excellence.

### **ONLINE:**

If you are using the online forms, please review and submit the forms as they appear (the forms are linked). You can also email your resumé to us using the online link. A confirming email will be sent to you once your submissions are received by Human Resources.

### **MANUAL:**

If you are filling out the forms manually, please complete and sign all documents and return to MCR Services, Inc. Attention: **Human Resources** by mail or by fax (HR Fax Number: **614-421-6833**) along with a current resumé.

### **DOCUMENT LIST:**

1. Employment Application (complete questions on both pages and provide at least 3 personal and 3 professional references)
2. Pre-employment Testing Policy
3. Background Report Release Authorization
4. Disclosure to Employment Applicant Regarding Procurement of A Consumer Report

MCR Services, Inc is an Equal Opportunity Employer and a Substance-Free Workplace Employer. We do require a valid Ohio Drivers License.

Thank you,

### **Human Resources**

**Phone: (614) 421-0860**

**Fax: (614) 421-6833**

**Email: [hr@mcrservices.com](mailto:hr@mcrservices.com)**