

# Application for Employment

(Equal Opportunity Employer)

## General

Name:

Address:

Telephone Number:

Social Security Number:

Type of work desired:

Date Available For Employment:

Are you available to work part time or full time?

For the following questions please answer yes or no.

Have you ever been employed by this company?

Are you employed now?

May we contact your present employer?

If yes, give name:

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?

If applying for a position where driving is required, do you have a valid drivers license in this state?

If yes, what is the license number?

Can you perform the essential functions of the job(s) for which you are applying?

Have you been convicted of a felony? (Please note that a "Yes" answer will not bar you from consideration for employment.)

If yes, please explain:

This company is an equal employment opportunity employer. All applicants will be considered without regard to age, race, national origin, religion, disability, sex, or other protected status in accordance with applicable federal and state equal employment opportunity laws. This company will strive to accommodate any physical or mental limitations of employees or applicants in order to accomplish the essential functions of the job.

## **Education**

School Name:

Years Completed:

Course of Study:

Degree Earned or Highest Year Completed:

## **Special Skills, Qualifications and Considerations:**

Please summarize special skills and qualifications, volunteer activities, military experience, employment or other activities related to the job you are seeking:

## **References:**

Please list three (3) non-relatives who are familiar with your qualifications, work history, and ability.

**NAME:**

Occupation/Relationship:

Years Known:

Telephone:

**NAME:**

Occupation/Relationship:

Years Known:

Telephone:

**NAME:**

Occupation/Relationship:

Years Known:

Telephone:

## Employment Experience:

Employer:

Supervisor's Name:

Address:

Your Job Position:

Telephone Number:

Employed From (Mo/Yr-Mo/Yr):

Your Salary: Starting/Ending:

Duties:

What did you like most about your job:

Reason for Leaving:

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Supervisor's Name:

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Your Job Position:

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Employed From (Mo/Yr-Mo/Yr):

Your Salary: Starting/Ending:

Duties:

What did you like most about your job:

Reason for Leaving:

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SUBMITTING THIS APPLICATION. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SUBMITTING.

I certify that all answers and statements I have made on this application (and resume or other supplementary materials) are true and complete without omissions. By submitting this application, I authorize R & J Material Handling to investigate all statements contained in this employment application as they may deem necessary in arriving at an employment decision. I understand that any false information provided by me will likely result in a refusal to hire or immediate discharge if I am employed. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, character, and qualifications.

If hired I will be responsible for familiarizing myself with all rules and regulations of R & J Material Handling as they presently exist or are later modified. *If hired, I understand my employment can be terminated, at the discretion of R & J Material Handling or at my option, without notice, at any time and for any reason.*

I also understand that no representative of R & J Material Handling has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in a current written agreement signed by the president of R & J Material Handling.

I understand this application is not an offer of employment and no promises or representations of employment have been made to me at this time.

Please put your name and the date below if you have read, understand, and agree with the above.

This application is valid for only ninety (90) day from the date above. If I want to be considered for job openings more than ninety (90) days from date above, I will submit a new application.