

Res Manufacturing Company Personal Data Sheet

Today's Date: _____

Qualified candidates receive equal consideration. No question is asked for the purpose of excluding any candidate due to race, creed, color, national origin, religion, age, sex, handicap, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by law. WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Name _____
Last
First
Middle
Nickname

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Best time to be contacted _____

Social Security Number _____

Position Applying For _____

What source led you to Res? (If newspaper, state name) _____

Have you ever applied at Res Manufacturing before? (Circle One) Yes or No

If yes, Month/Year applied _____ Position _____

EDUCATION

	Name	Circle Last Year Completed	Degree or Diploma?	Relevant Courses
High School		9 10 11 12		
College		1 2 3 4		
Business or Trade School		1 2 3 4		

PROFESSIONAL REFERENCES

(Please only list PROFESSIONAL references not personal references. List only individuals who may speak for your work performance.)

Name	Address	Phone	Relationship to Candidate

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EXPERIENCE

Please list present/most recent employer first. If work was done for a temporary agency, please indicate.

Employer: _____

Address: _____

Phone: _____ Supervisor: _____

Dates of Employment: _____ to _____

Position and major responsibilities: _____

Starting Salary: _____ Ending Salary: _____

Reason for leaving: _____

Employer: _____

Address: _____

Phone: _____ Supervisor: _____

Dates of Employment: _____ to _____

Position and major responsibilities: _____

Starting Salary: _____ Ending Salary: _____

Reason for leaving: _____

Employer: _____

Address: _____

Phone: _____ Supervisor: _____

Dates of Employment: _____ to _____

Position and major responsibilities: _____

Starting Salary: _____ Ending Salary: _____

Reason for leaving: _____

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Will you receive a satisfactory reference from your current and all previous employers?

Yes or No. *If no, please explain.* _____

Have you ever been discharged or asked to resign by an employer?

Yes or No. *If yes, please explain.* _____

MILITARY EXPERIENCE

Have you received any military training which would assist you in the position for which you are applying? Yes or No.

If yes, what type of training? _____

PERSONAL

Please account for any time during the last 10 years that you were not employed or in school.

Are you legally authorized to work in the U.S.? Yes or No.

- *Note: You will be required to furnish documents to verify your eligibility for employment in accordance with the Immigration Reform and Control Act. Your employment is contingent upon furnishing such documents.*

Are there any reasons that would prevent you to carry out the complete job responsibilities of the position for which you are applying?

Are you at least 18 years of age? Yes or No.

Have you ever been convicted of a felony? Yes or No.

If yes, please explain. _____

- *Note: It is understood that Res Manufacturing will consider arrest and conviction records only as allowed by law.*

Initial compensation is dependent upon background and experience.

What are your pay expectations? (Please indicate \$ amount.) _____

Date available for employment: _____

Are there any days that you cannot work? _____

What is your shift preference? Please rank in order. (1=greatest, 2=least)

Day Shift 7:00 am to 5:00 pm ____ Night Shift 5:00 pm to 3:00 am ____

How long do you plan on working here? _____

What do most enjoy at work? _____

What do you least enjoy at work? _____

What do you do in your spare time? _____

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AUTHORIZATION AND RELEASE**

All information provided by me in support of my application for employment is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may be reason for rejection or may be reason for subsequent dismissal if I am hired. I agree that the company shall not be held liable in any respect if my employment is terminated because of false statements, answers or omissions made by me in this personal data sheet. I understand that a medical examination based upon the requirements of the position for which I am being considered may be required, and drug testing may be included as part of the regular physical. I understand that I may terminate my employment without advance notice or cause, and I understand the company retains a similar right.

I voluntarily and knowingly authorize any former employer, person, firm, corporation, school or government agency, its officers, employees and agents to release any and all information concerning my former employment, background and credit history to any prospective employer, its officers, employees and agents, or any other person or entity making a written or oral request for such information. I understand that this information may include, but is not necessarily limited to, performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand, and opinions regarding my suitability for employment possessed by it. I understand the Res Manufacturing Company will consider arrest and conviction records only as allowed by law.

I voluntarily and knowingly, fully release and discharge, absolve, indemnify and hold harmless such former employer, person, firm, corporation, school or government agency, its officers, employees and agents from any and all claims, liability, demands, causes of action, damages, or cost, including attorneys' fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release of any information or opinions concerning my employment and background pursuant to this authorization, except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment which the officer, employee or agent disclosing such facts knows are untrue.

_____ Signature _____ Date

DO NOT ANSWER THE QUESTIONS BELOW UNLESS YOU ARE INSTRUCTED TO DO SO BY HIRING EMPLOYER.

*The following information is needed to conduct a criminal record check and an educational check. Answer the following questions **ONLY** if instructed to do so by hiring employer.*

Date of Birth: _____ Sex/Race: _____

Other identifying data (maiden name, additional names, etc.): _____

It is understood that Res Manufacturing Company will consider arrest and conviction records only as allowed by law.

Please provide the name(s) and date(s) of any university, technical school, or other post high school education that you have attended.

	Dates of Attendance
Name of University	
1.	
2.	
Name of Technical School	
1.	
2.	
Name of Post High School Education	
1.	
2.	