

Res Manufacturing Company Application for Employment

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. Those applicants requiring reasonable accommodations to the application and/or interview process should notify Human Resources. We are an equal opportunity employer.

Name _____
Last
First
Middle
Nickname

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Best time to be contacted _____

Position Applying For _____

How were you referred to Res Manufacturing? _____

Have you ever applied at Res Manufacturing before? Yes 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 Business/Work references not personal references. List only individuals who may speak for your work performance.)

Reference Name	Occupation	Phone	Relationship to Candidate

**Res Manufacturing Company
Application for Employment**

EXPERIENCE

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

Current Employer: _____

Address: _____

Phone: _____ Supervisor: _____

Dates of Employment: _____ to _____ Position: _____

Major responsibilities: _____

Starting Salary: _____ Ending Salary: _____

Reason for leaving: _____

Employer: _____

Address: _____

Phone: _____ Supervisor: _____

Dates of Employment: _____ to _____ Position: _____

Major responsibilities: _____

Starting Salary: _____ Ending Salary: _____

Reason for leaving: _____

Employer: _____

Address: _____

Phone: _____ Supervisor: _____

Dates of Employment: _____ to _____ Position: _____

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 No *If no, please explain.* _____

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

Yes No *If yes, please explain.* _____

PERSONAL

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

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with our company.

Are you legally authorized to work in the U.S.? Yes 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 you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)? This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage, to the extent permitted by law.

Yes No Need more information about the job's essential functions" to respond

Are you at least 18 years of age? Yes No

Have you ever been convicted of a crime or pleaded no contest for any offense or violation other than minor traffic violations? Yes No

If yes, please explain. _____

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

Do you have any pending criminal charges against you? Yes No

If yes, describe the 1) nature of the charges, 2) date issued, and 3) county and state where issued. _____

Initial compensation is dependent upon background and experience. What are your salary requirements? (Please indicate \$ amount.) _____

Date available for employment: _____

Shift preference? Please rank in order. (1=greatest, 4=least)

Day Shift – 10 hours ____ Day shift – 12 hours ____ Night Shift – 10 hours ____ Night Shift – 12 hours ____

Shift(s) you would consider working?

Day Shift – 10 hours ____ Day shift – 12 hours ____ Night Shift – 10 hours ____ Night Shift – 12 hours ____

How long do you plan on working here? _____

What do most enjoy at work? _____

What do you least enjoy at work? _____

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Application for Employment
Applicant Statement

I certify that all information that I have provided in order to apply for and secure work with this employer is true, complete and correct.

I voluntarily and knowingly authorize any former employer, person, firm, corporation, organization, school, or government agency, its officers, employees and agents, to release all information concerning my former employment, and to release requested academic records and public record information, to said prospective employer, its officers, employees and agents, or any other person or entity making a written or oral request for such information on behalf of this employer. I understand the employment information may include, but is not necessarily limited to performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand, opinions, and public record information, regarding my suitability for employment possessed by it. I recognize a copy of this authorization and release as valid as the original and should be considered as such.

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 costs, including attorney's fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release 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.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purposes of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for three months. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

The Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability or any other protected status under applicable federal, state or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability or any other protected status. Harassment of our associates is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a supplier or customer.) The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment or may result in my immediate discharge from the employer's service, whenever it is discovered.

I certify that I have read, fully understand and accept all terms of the foregoing Application Statements.

Signature

Date

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

For reference checking purposes only, complete the following information: (please print)

1. May your CURRENT supervisor, and/or any references or individuals associated with your CURRENT employer (including Human Resource department) be contacted?

Yes No Specific Comments: _____

2. Provide Social Security Number, required to obtain background verifications: _____

3. Provide any FORMER or ALTERNATE NAME(S) such as change of last name, and/or use of assumed last name or nickname. _____

4. Provide NAME, CITY & STATE, ALL phone numbers AND dates of attendance OR graduation from:

High School _____ Technical School _____

College _____ Other _____

5. Note: Answer this question ONLY if instructed by the hiring employer. This information is required to conduct a criminal record check.

Date of Birth: _____

6. Note: Answer this question ONLY if instructed by the hiring employer. This information is required to conduct a driver's license check.

Driver's License No. _____ State _____