

## Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** ( ) \_\_\_\_\_ **Alt Phone#:** \_\_\_\_\_ **SS#:** \_\_\_\_\_

**Position or type of work desired:** \_\_\_\_\_

**Type of employment desired:** \_\_\_ FT \_\_\_ PT \_\_\_ Summer

**Shifts (Please mark both availability and preference)**

**Available**

**Prefer**

\_\_\_\_\_

\_\_\_\_\_ **1<sup>st</sup> (6am-2:30pm, Monday-Friday)**

\_\_\_\_\_

\_\_\_\_\_ **2<sup>nd</sup> (2:30pm-11pm, Monday-Friday)**

**Date available to start work:** \_\_\_\_\_

**Are you able to meet the attendance requirements?** \_\_\_\_\_ **yes** \_\_\_\_\_ **no**

**Overtime is mandatory. Can you comply with these rules?** \_\_\_\_\_ **yes** \_\_\_\_\_ **no**

**Have you been previously employed by RK Industries, Inc.?** \_\_\_\_\_ **yes** \_\_\_\_\_ **no**

**If yes, please provide dates:** \_\_\_\_\_

**Can you submit proof of legal employment authorization and identification?** \_\_\_\_\_ **yes** \_\_\_\_\_ **no** \_\_\_ **N/A**

**If you are under 18, can you provide a work permit if required?** \_\_\_\_\_ **yes** \_\_\_\_\_ **no**

**Have you been convicted of a crime in the last 7 years?** \_\_\_\_\_ **yes** \_\_\_\_\_ **no**

**If yes, please explain (conviction will not automatically bar employment):** \_\_\_\_\_

**Drivers license number (for driving purposes):** \_\_\_\_\_

**How were you referred to us?** \_\_\_\_\_

### RKI Attendance Policy:

All employees must be able to meet attendance requirements. Each employee will enter into a ninety day probationary period where he/she can accumulate no more than two unexcused absences. More than two unexcused absences may result in termination of employment.

### **Employment History**

Please provide all employment information for your past four employers starting with most recent.

**Employer:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Dates employed:** \_\_\_\_\_ **Salary:** \_\_\_\_\_

**Job Summary:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Position:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_  
**Dates employed:** \_\_\_\_\_ **Salary:** \_\_\_\_\_  
**Job Summary:** \_\_\_\_\_  
**Reason for leaving:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Position:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_  
**Dates employed:** \_\_\_\_\_ **Salary:** \_\_\_\_\_  
**Job Summary:** \_\_\_\_\_  
**Reason for leaving:** \_\_\_\_\_

**Other skills and Qualifications**

Summarize any job-related training, skills, licenses, certificates, certificates, and/or other qualifications.

\_\_\_\_\_  
 \_\_\_\_\_

**Educational History**

**Name & Location**                      **Course/Major**                      **Graduated... Yes/No**

<b>High School:</b>		
<b>Technical:</b>		
<b>College:</b>		
<b>Other:</b>		

**References**

List 3 references, excluding family and employers. (Names, phone, and years known):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I hereby authorize RK Industries, Inc. to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability RK Industries and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of RK Industries, Inc. not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA. I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have ready and fully understand the foregoing, and that I seek employment under these circumstances.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_