



1009 Emery St. Kokomo, IN. 46902 - Ph. 765-868-7010

APPLICATION FOR EMPLOYMENT

Notice to Applicants: We are an equal opportunity employer and do not discriminate on the basis of an applicant's or employee's race, color, religion, sex, national origin, citizenship, age, physical or mental disability or any other characteristic protected by state or federal law.

Date: / /

Date of Birth / /

Personal Information:

Name: _____ (Last) (First) (Middle)
Address: _____ (Apt/Street)

(City) (State) Zip
Phone: () - _____
SS #: <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Position Applying For: _____
Department: _____
Why are you applying for work at RIS? _____ _____

Have you ever worked with us before? <input type="checkbox"/> No <input type="checkbox"/> Yes Dates: _____
Prior position(s) held: _____
Reasons(s) for Leaving: _____

Do you have any friends or relatives working for RIS? <input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, state name(s) and relationship: _____

Employment History:

Please list from present to past.

Current Employer: _____

Address: _____

Telephone: _____ **Number of years:** _____

Position(s) held: _____

Reason for Leaving: _____

May we contact your current employer? **Yes** **No**

Previous Employer: _____

Address: _____

Telephone: _____ **Number of years:** _____

Position(s) held: _____

Reason for Leaving: _____

Previous Employer: _____

Address: _____

Telephone: _____ **Number of years:** _____

Position(s) held: _____

Reason for Leaving: _____

Previous Employer: _____

Address: _____

Telephone: _____ **Number of years:** _____

Position(s) held: _____

Reason for Leaving: _____

Education:

Please list from present to past.

School/Institution	Major or Area of Specialization	Degree or No. of Years Attended
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you speak, write or understand any foreign languages? Yes No

If yes, which language(s)? _____

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at RIS?

References:

Name	Occupation	
_____	_____	
Telephone	Relationship	# of Years Acquainted
_____	_____	_____

Name	Occupation	
_____	_____	
Telephone	Relationship	# of Years Acquainted
_____	_____	_____

Name	Occupation	
_____	_____	
Telephone	Relationship	# of Years Acquainted
_____	_____	_____

Legal Information:

Are you at least 18 years old?

Yes

No

(If under 18, hire is subject to verification that you are of minimum legal age.)

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?

Yes

No

Are you able to perform the essential functions of the job for which you are applying?

Yes

No

If no, describe the functions which cannot be performed. _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination , and taking skill and agility tests.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Convictions for marijuana-related offenses that are more than two years old need not be listed.)

Yes

No

If yes, state nature of the crime(s), when and where convicted and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. the nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Acknowledgement:

Initials

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the information contained in this application is true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

Attachments: _____

_____ **Applicant's Signature**

_____ **Date**