

APPLICATION FOR EMPLOYMENT

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, citizenship or immigration status, or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees.

Position(s) applied for		Date of application	
Print full name			
Street address		City	State ZIP
Main phone number	Alt. phone number	Email	

General Information

1. Have you ever worked for this company before? ☐ Yes ☐ No

If yes, please provide dates and reason for departure: _____

2. Do you have friends and/or relatives working for this company? ☐ Yes ☐ No

If yes, name(s) and relationship(s): _____

3. Date are you available to begin work? _____

4. What is your desired salary range? _____

Days/hours available to work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Seeking ☐ Full time ☐ Part time ☐ Temporary

5. If hired, would you have a reliable means of transportation to and from work? ☐ Yes ☐ No

6. Can you travel if the position requires it? ☐ Yes ☐ No

7. Are you currently employed? ☐ Yes ☐ No

If yes, may we contact your current employer? ☐ Yes ☐ No

8. Are you at least 18 years old? ☐ Yes ☐ No

Note: If under 18, hire is subject to verification that you are of minimum legal age; required proof of eligibility to work.

9. If hired, can you present evidence of your identity and legal right to work?

☐ Yes ☐ No

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Employment Experience

Please list the names of your present or previous employers in chronological order with present or most recent employer listed first. Be sure to account for all periods of time. If self-employed, give the firm name and supply business references. Add an additional page if necessary.

Name of employer	Supervisor	May we contact?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Street address		
Phone number	Dates employed (month/year)	
	From	To
Job title and duties	Reason for leaving	

Name of employer	Supervisor	May we contact?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address		
Phone Number	Dates employed (month/year)	
	From	To
Job title and duties	Reason for leaving	

Name of employer	Supervisor	May we contact?
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Street Address		
Phone Number	Dates employed (month/year)	
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Have you ever been involuntarily terminated or asked to resign from any job?

☐ Yes ☐ No If yes, please explain.

Please list job-related skills, qualifications acquired from employment of other experience, specialized training, or additional information that you believe should be considered in evaluating your qualifications for employment.

Business and Professional References

Please list professional references of individuals who are not related to you.

Name and title	Relationship or Years acquainted	Phone number or email

Education

Please describe your educational background in the table provided below.

	Name	Diploma/ degree (Yes/No)	Area of study/ major	Specialized training, skills, or extracurricular activities
High school				
College/ university				
Graduate/ professional school				
Trade school				

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Note: We comply with the Americans with Disabilities Act and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.

Applicant Statement and Agreement

Please read and initial each paragraph below. If there is anything that you do not understand, please ask.

Consent to Conduct Background Check

As a condition of and in consideration of employment, I give permission to [RIGGINS-MORELAND ENGINEERING INC] to check my personal and employment history. I understand that a background check will include verification of all information on my employment application and interviews with past employers. Further, I give permission to [RIGGINS-MORELAND ENGINEERING INC] to conduct this check and to discuss results in connection with my employment application.

Consent to Contact Past Employers

I understand that [RIGGINS-MORELAND ENGINEERING INC] may request to contact any or all past employers listed on my application. Further, per my signature on the employment application, I give permission to my current or past employers to discuss my relevant employment history with the company, verbally or in writing.

No Promise of Employment

I understand that neither the completion of this application nor any other part of my consideration for employment gives any obligation for [RIGGINS-MORELAND ENGINEERING INC] to hire me.

I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration law requires me to complete an I-9 Form in this regard.

Falsification Statement

I attest with my signature below that I have given to [RIGGINS-MORELAND ENGINEERING INC] true and complete information on this application. No requested information has been concealed. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

My signature attests to the fact that I have read, understand, and agree to all the above terms.

Signature: _____

Name (print): _____

Date: _____

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FOR PERSONNEL DEPARTMENT ONLY

SOCIAL SECURITY NUMBER _____

DATE OF HIRE/START DATE _____

HOURLY RATE _____

DEPARTMENT/JOB TITLE _____

BY: _____ **DATE** _____

NAME & TITLE

POSITION APPLIED FOR IS OPEN ☐ YES ☐ NO

POSITION CONSIDERED FOR: _____