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## EMPLOYMENT APPLICATION

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Our employment practices are in accord with the laws which prohibit discrimination due to race, creed, color, sex, age, disability, sexual orientation, national origin or religion.

If you need any assistance in completing this application, we will be happy to help you.

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### WHAT INFLUENCED YOU TO APPLY WITH US?

JOB SERVICE

COMPANY EMPLOYEE

OUTSIDE REFERRAL

NEWSPAPER AD

WEBSITE

SCHOOL REFERRAL

RECRUITED ON CAMPUS

EMPLOYMENT AGENCY

OTHER \_\_\_\_\_

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FULL NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

WORK PHONE NUMBER: \_\_\_\_\_

ARE YOU AT LEAST 18 YEARS OF AGE? YES NO

HIRE IS SUBJECT TO VERIFICATION YOU ARE OF MINIMUM LEGAL AGE OR ARE OBTAINING A WORK PERMIT AS REQUIRED BY LAW. THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967, AS AMENDED, PROHIBITS DISCRIMINATION ON THE BASIS OF AGE WITH RESPECT TO INDIVIDUALS WHO ARE AT LEAST 40 BUT LESS THAN 70 YEARS OF AGE. OUR PERSONNEL PRACTICES WILL CONFORM WITH APPLICABLE AGE DISCRIMINATION LAWS.

ARE YOU LEGALLY QUALIFIED TO WORK IN THE U.S.? YES NO

IF HIRED, YOU MAY BE REQUIRED TO SUBMIT PROOF OF U.S. CITIZENSHIP OR VISA STATUS

TYPE OF WORK DESIRED \_\_\_\_\_ STARTING SALARY DESIRED \_\_\_\_\_

IF OFFERED EMPLOYMENT, DATE AVAILABLE \_\_\_\_\_

HAVE YOU PREVIOUSLY WORKED AT THIS COMPANY? YES NO

DO YOU HAVE ANY RELATIVE(S) OR SIGNIFICANT OTHER WHO WORKS AT THIS COMPANY? YES NO

LIST ANY RELATIVE(S) OR SIGNIFICANT OTHER WHO WORKS AT THIS COMPANY AND YOUR RELATIONSHIP TO THEM \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED FOR THE VIOLATION OF ANY LAW OTHER THAN MINOR TRAFFIC VIOLATIONS? YES NO

IF YES, PLEASE EXPLAIN \_\_\_\_\_

### EDUCATION AND TRAINING

TYPE OF SCHOOL	NAME/LOCATION	MAJOR SUBJECT(S)	DIPLOMA OR DEGREE(S)	GRAGE AVERAGE
HIGH SCHOOL				
BUSINESS SCHOOL/COLLEGE				
OTHER EDUCATION				
TRAINING				

IF YOU HAVE ATTENDED COLLEGE, HOW MANY YEARS? \_\_\_\_\_

### CURRENT/PREVIOUS EXTRA-CURRICULAR ACTIVITIES AND OFFICES HELD

(YOU MAY EXCLUDE THOSE INDICATING RACE, CREED, COLOR, SEX, DISABILITY, NATIONAL ORIGIN, OR RELIGION.) \_\_\_\_\_

SKILLS: \_\_\_\_\_

TYPEWRITER, WORD PROCESSOR, ESTIMATED WPM: \_\_\_\_\_ 10-KEY MEDICAL TERMINOLOGY

TRANSCRIPTION LEGAL TERMINOLOGY EXCEL WORD SOFTWARE OTHER

MILITARY SERVICE: YES NO BRANCH OF SERVICE \_\_\_\_\_

### EMPLOYMENT HISTORY

MAY WE CONTACT YOUR PAST EMPLOYERS? YES NO MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO

(PLEASE LIST THE PRESENT OR MOST RECENT JOB FIRST AND WORK BACK.)

EMPLOYER \_\_\_\_\_ TITLE OF YOUR POSITION \_\_\_\_\_ ENDING SALARY \_\_\_\_\_

ADDRESS \_\_\_\_\_ DUTIES AND SKILLS ACQUIRED: \_\_\_\_\_

FROM: MONTH/YEAR \_\_\_\_\_ TO: MONTH/YEAR \_\_\_\_\_ NAME/TITLE OF SUPERVISOR \_\_\_\_\_

TELEPHONE \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

EMPLOYER \_\_\_\_\_ TITLE OF YOUR POSITION \_\_\_\_\_ ENDING SALARY \_\_\_\_\_

ADDRESS \_\_\_\_\_ DUTIES AND SKILLS ACQUIRED \_\_\_\_\_

FROM: MONTH/YEAR \_\_\_\_\_ TO: MONTH/YEAR \_\_\_\_\_ NAME/TITLE OF SUPERVISOR \_\_\_\_\_

TELEPHONE \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

EMPLOYER \_\_\_\_\_ TITLE OF YOUR POSITION \_\_\_\_\_ ENDING SALARY \_\_\_\_\_

ADDRESS \_\_\_\_\_ DUTIES AND SKILLS ACQUIRED \_\_\_\_\_

FROM: MONTH/YEAR \_\_\_\_\_ TO: MONTH/YEAR \_\_\_\_\_ NAME/TITLE OF SUPERVISOR \_\_\_\_\_

TELEPHONE \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

PLEASE ACCOUNT FOR ANY PERIODS OF TIME DURING WHICH YOU WERE NOT EMPLOYED. (EXCLUDING HEALTH-RELATED ITEMS.) \_\_\_\_\_

**READ CAREFULLY BEFORE SIGNING:**

I UNDERSTAND THAT FALSIFIED INFORMATION ON OR OMISSIONS FROM THIS APPLICATION OR OTHER REQUIRED DOCUMENTS SHALL BE CONSIDERED SUFFICIENT CAUSE FOR DISCHARGE OR DENIAL OF EMPLOYMENT.

I UNDERSTAND THAT MY EMPLOYMENT MAY BE SUBJECT TO A BACKGROUND INVESTIGATION, INCLUDING, BUT NOT LIMITED TO, A RETAIL CREDIT REPORT. I ALSO UNDERSTAND I HAVE THE RIGHT TO REQUEST, IN WRITING, A COMPLETE AND ACCURATE DISCLOSURE OF ALL FINDINGS FROM THE INVESTIGATION WITHIN A REASONABLE AMOUNT OF TIME FROM MY APPLICATION DATE. I HEREBY RELEASE THE COMPANY AND ITS AFFILIATES AND ITS SUBSIDIARIES AGAINST ANY LIABILITY WHICH MIGHT RESULT FROM THE COMPANY MAKING SUCH AN INVESTIGATION INTO MY EMPLOYMENT BACKGROUND.

ADDITIONALLY, I UNDERSTAND THAT NOTHING CONTAINED IN THIS EMPLOYMENT APPLICATION OR IN AN INTERVIEW IS INTENDED TO CREATE AN EMPLOYMENT CONTRACT BETWEEN THE COMPANY OR ANY COMPANY AFFILIATED WITH IT, OR FOR PROVIDING ANY BENEFIT. I FURTHER UNDERSTAND THAT NO PROMISE OR GUARANTEE IS BINDING UPON THE COMPANY UNLESS MADE IN THE WRITING OF A FORMAL DOCUMENT BY THE PRESIDENT & CEO, THE EXECUTIVE VP & COO, OR THE EXECUTIVE VP FOR CORPORATE DEVELOPMENT OF THE COMPANY. IF ANY EMPLOYMENT RELATIONSHIP IS ESTABLISHED, I UNDERSTAND THAT I HAVE THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE, WITH OR WITHOUT NOTICE, AND THAT THE COMPANY, ITS AFFILIATES, AND ITS SUBSIDIARIES RETAIN THE SAME RIGHT. THOUGH SALARY MAY BE EXPRESSED IN HOURLY, MONTHLY, OR ANNUAL TERMS, THE LENGTH OF EMPLOYMENT IS AT-WILL FOR THE EMPLOYEE AND THE EMPLOYER.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

### **Applicant Information Release**

I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold Rabb's Construction, LLC, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_