
EMPLOYMENT APPLICATION

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.

WHAT INFLUENCED YOU TO APPLY WITH US?

JOB SERVICE

COMPANY EMPLOYEE

OUTSIDE REFERRAL

NEWSPAPER AD

WEBSITE

SCHOOL REFERRAL

RECRUITED ON CAMPUS

EMPLOYMENT AGENCY

OTHER _____

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: _____

Drug Testing Consent Form

I have applied for employment with Rabb's Construction, LLC. As a condition for my application being considered, I understand and agree to undergo substance screening. I understand that if my test results are positive, I shall not be considered for employment by Rabb's Construction, LLC

I hereby authorize any physician, laboratory, hospital or medical professional retained by Rabb's Construction, LLC for screening purposes to conduct such screening and to provide the results to Rabb's Construction, LLC, and I release Rabb's Construction and any person affiliated with it and any such institution or person conducting the screening, from liability therefor.

Applicant's signature: _____

Applicant's name: _____

Date: _____