

APPLICATION FOR EMPLOYMENT

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

All applicants considered regardless of race, religion, color, age, sex, sexual orientation, marital status, nationality, veteran status or non-disqualifying disability

INSTRUCTIONS PLEASE READ:

This is a general employment application required for all jobs. As the hiring process continues, you may be asked to provide a more detailed survey of your qualifications as they relate to a specific job and authorization for release of additional information including a criminal background check. Please print or write clearly, do not type. Answer all questions, even if you have a resume. Check over your final application for accuracy. Please sign and date the application where indicated. If you need another form or have a question, please feel free to ask.

APPLICANT INFORMATION:

DATE:

Last Name		First Name		Initial	Other names used	
Present Street Address			City		State	Zip
Previous Address if present is less than 3 years			City		State	Zip
Home Telephone Number () ()	Message Phone () ()		Cell Phone () ()		Time to call Day or Evening?	
E-mail address			Are you able to provide proof documentation that you can be lawfully employed in the United States Yes ___ No ___			
Have you applied for work here before? If yes, when?		Yes ___ No ___		Have you worked for this company before? If yes, when and in what capacity?		Yes ___ No ___
Do you have any relatives or persons in your household who have or are currently employed by Rudeen? If yes, please give their names.						
This company routinely checks criminal backgrounds of applicants. A conviction does not necessarily disqualify an applicant. Have you been convicted of or plead guilty to a crime within the last ten years? Yes ___ No ___ If yes, explain:						

POSITION APPLYING FOR:

Position applied for:		Have you performed this kind of work before? If yes, where?		Yes ___ No ___	Date you are available to start
List other jobs you believe you may be qualified for:				Are you willing to relocate? Yes ___ No ___	
How were you referred to us?					
<input type="checkbox"/> Newspaper		<input type="checkbox"/> Employee referral (name) _____		<input type="checkbox"/> School (name) _____	
<input type="checkbox"/> Walk-in		<input type="checkbox"/> Agency (name) _____		<input type="checkbox"/> Other (explain) _____	
Your Preferred Schedule:		Are you available on weekends?		Yes ___ No ___	
<input type="checkbox"/> Full Time <input type="checkbox"/> Temp/Seasonal		Are you available on evenings?		Yes ___ No ___	
<input type="checkbox"/> Part Time <input type="checkbox"/> On call		Are you available weekdays?		Yes ___ No ___	
Any prior commitments which would require absence of more than a few hours in the next 12 months? If yes, explain:				Yes ___ No ___	
Are you now, or do you expect to be engaged in any other business or employment? If yes, explain:				Yes ___ No ___	
List any certificates or licenses you hold related to your qualifications for the work you seek:					

EDUCATION:

	School Name and Full Address	Attended Dates:		Graduated	Degree & Major Area
		From:	To:	Yes/No	
High School					
College/Univ.					
College/Univ.					
Trade, Other					
Are you currently a student? If yes, explain:		Scholastic Honors achieved:			
Plans for future education/training:					

WORK HISTORY

Start with PRESENT or most recent employer. Include Military experience or volunteer work if full time or your major activity.

Name of Organization	Position/Job Title	Employment Dates (mo/yr)	Type of Business or Industry		
		From To			
Street Address		City	State	Zip	
Supervisor Name and Title:	Phone Number ()	Starting Pay HR/Salary \$	Ending Pay HR/Salary \$	May we Contact? Yes ___ No ___	
Employment Status: Full time _____ Part time _____ Seasonal _____ Contract _____					
Your job description, duties, skills, etc.					

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VOLUNTEER ACTIVITIES AND EXPERIENCE

Describe your involvement in volunteer activities which may help assess your abilities:

OTHER SKILLS AND QUALIFICATIONS

Please mention any other skills qualifications or experience pertinent to the position you seek. (example-computers, Microsoft products, Yardi, machines, tools, etc.)

REFERENCES

Please list employment or professional references

Name	Address, City, State, Zip	Phone Number	Occupation
1			
2			
3			

APPLICANT'S STATEMENT AND SIGNATURE

I hereby affirm that the information provided on this application, and accompanying letter or resume, is true and complete. I also agree and understand that any false or misleading information or significant omissions may disqualify me from consideration of employment or result in my immediate dismissal.

I authorize the employer to investigate my background thoroughly, including a full credit report, and agree to assist in such investigation. I release and hold harmless, and promise not to claim damages from any of my prior employers listed above for providing information. I agree to submit to any drug test that may be required by the employer. I understand that the refusal to submit testing will result in my disqualification or employment with this organization.

I also understand that, if hired, my employment may be conditioned upon an investigation into criminal convictions on record with local, State, or Federal law enforcement authorities.

I understand that, if hired, my employment is not for any specific period or duration and is terminable at will by the employer or me at any time with or without cause or notice. I understand this application is NOT A CONTRACT.

I agree to present documentation providing my eligibility to work in the United States promptly upon confirmation of hiring, and that failure to do so voids any offer of employment.

Signature of Applicant

Date