

Application For Employment



We consider applications for all positions without regard to sex, race, religion, national origin, age, color, disability, or other protected status. Equal access to the hiring process, services and employment is available to all persons. Applicants needing accommodations to the application and/or interview process should contact a representative of the Human Resources Department.

No action will be taken on this application until all questions have been answered and the application has been signed and dated.

Reid-Ashman Mfg. does not accept applications except for positions which are currently open.

(Please Print)

Position(s) Applied For	Date of Application
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How did you hear about the job?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Reid-Ashman Web Site
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other

Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Number			
Cell Number		E-Mail Address	

Are you at least 18 years of age? Yes No

Have you ever filled out an application with us before? Yes No
If Yes, give date _____

Have you ever been employed with us before? Yes No
If Yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Salary Desired? _____

Are you legally eligible for employment in the United States? Yes No
If employed, you will be required to provide eligibility of employment.

On what day would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temp.

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if the job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

If yes, please explain _____
(A conviction will not necessarily be a bar to employment; factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account)

Education

	High School	College	Graduate school
School Name and Location			
Years Completed	9 / 10 / 11 / 12	1 / 2 / 3 / 4	1 / 2 / 3 / 4
Diploma/Degree			
Describe Course Of Study			
Describe any specialized training, apprenticeship, skill and extra-curricular activities			
Describe any honors you have received			
State any additional information you feel may be helpful to us in considering your application			

Indicate any foreign languages you can speak, read and/or write			
	Fluent	Good	Fair
Speak			
Read			
Write			

List professional, trade, business or civic activities and offices held.
 You may exclude memberships which would reveal sex, race, religion, national origin, age, color, disability, or other protected status.

Consistent attendance and punctuality are essential requirements of every job with this Company. Is there anything, which would interfere with your regular attendance and punctuality if you are offered a job with the Company? Yes No

If Yes, please explain

References

Give name and telephone number of three references who are not related to you and are not previous employers.

Name	Phone
1 _____	_____
2 _____	_____
3 _____	_____

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate sex, race, religion, national origin, age, color, disability or other protected status.

1	Employer	Date Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate / Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

2	Employer	Date Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate / Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

3	Employer	Date Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate / Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

4	Employer	Date Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate / Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired for employment or other experience.

Application Statement

I understand that no employment offer is being made by the Company at this time. I certify that the information in this application is correct to the best of my knowledge. I understand that any misrepresentation or omission of any fact in my application, resume, or any other materials, or during interviews is grounds for disqualification from further consideration for employment or for termination if employed.

I authorize the Company to contact any company, institution, or individual it deems appropriate to investigate my employment history, character, and qualifications, if job related. I give my full consent for all contacted persons including former employers to provide the information concerning this application, and I waive my right to bring any cause of action against these individuals for any and all liability for damages arising from furnishing the requested information to the Company.

I understand that the Company may use E-Verify to validate my ability to work legally in the United States.

A Company-paid drug test may be required. I understand that any offer of employment may be withdrawn if I test positive for drugs.

I understand that this application is current for only 45 days. At the conclusion of this time, if I have not heard from the Company and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that if I am hired, my employment at the Company is "at-will" and may be terminated by myself or by the Company at any time for any reason, with or without cause or notice. I understand that no representative of the Company has the authority to make any assurance to the contrary.

****Unsigned applications will not be accepted.***

Signature of Applicant

Date

FOR H.R. DEPARTMENT USE ONLY

DATE OF EMPLOYMENT _____

JOB TITLE _____

HOURLY/SALARY RATE _____

DEPARTMENT _____

BY _____
NAME AND TITLE

DATE