



APPLICATION FOR EMPLOYMENT

(PLEASE PRINT CLEARLY)

To applicant: We deeply appreciate your interest in Richway Industries and assure you that we are interested in your qualifications. Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status. Please fill out the entire application, partial applications will not be considered.

Personal Profile

Date _____ Social Security No. _____

Name _____
Last First Middle

Telephone No. _____

Present Address _____
Street City State Zip

Employment Desired

Are you legally eligible for employment in the USA? YES NO

Position(s) applied for _____ Rate of pay expected \$ _____ per hour

Would you work Full-Time _____ Part-Time _____
Specify days and hours if part time _____

Are there any days or hours that you are unable and/or unwilling to work? Please specify. _____

Were you previously employed with us? _____

If yes, when? _____

Do you know of anyone who has or currently works for Richway? _____

If yes, who? _____

If your application is considered favorably, on what date can you begin? _____

How did you hear about the position?

Employee Referral Newspaper Ad Walk-in Other _____

If hired, are you able to provide yourself transportation to and from work? _____

Working Skills

List skills or training that you have had in previous positions such as: cashier, bookkeeping, general warehouse, maintenance, shipping, production, etc. _____

Do you have any other experiences, skills, or qualifications that you feel would benefit your work with our organization? _____

Please list any job related courses, workshops, seminars, or other educational and training experiences.

Are you able and willing to lift 50lbs or more? _____

Record of Education

Circle the highest grade complete: High 9 10 11 12 College 13 14 15 16 17 18 19

High School _____

Name

City/State

Diploma or Ged? _____

School	Name & Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree(s)
College					
Other (Specify)					

Academic honors or special recognition _____

Extra curricular activities _____

Work History (Most Recent First)

Please give accurate, complete full-time and part-time employment record. All information must be included, must be included, even if you are attaching a resume.

Company Name & Address _____
Name of Supervisor _____ Telephone _____
Employed From _____ to _____ Pay Per Hour \$ _____
State Job Title and Describe Your Work _____
Reason For Leaving _____

Explain any time between jobs:

Company Name & Address _____
Name of Supervisor _____ Telephone _____
Employed From _____ to _____ Pay Per Hour \$ _____
State Job Title and Describe Your Work _____
Reason For Leaving _____

Explain any time between jobs:

Company Name & Address _____
Name of Supervisor _____ Telephone _____
Employed From _____ to _____ Pay Per Hour \$ _____
State Job Title and Describe Your Work _____
Reason For Leaving _____

Explain any time between jobs:

Company Name & Address _____
Name of Supervisor _____ Telephone _____
Employed From _____ to _____ Pay Per Hour \$ _____
State Job Title and Describe Your Work _____
Reason For Leaving _____

Explain any time between jobs:

Security

Have you ever taken money or property from a previous employer? Yes No

If yes, give details _____

Have you ever been convicted of a felony in the past (5) years? Yes No

If yes, give details including dates and nature of the offense(s) _____

Professional References

Name	Occupation	Phone Number
(Supervisor)		
(Co-worker)		

Personal References (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that my job may be terminated with or without cause. It is further understood that this "at will" employment relationship may not be changed by a written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulation of the employer.

Signature of Applicant _____ Date _____