



APPLICATION FOR EMPLOYMENT

RICHARDSON IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST OTHERWISE QUALIFIED APPLICANTS ON THE BASIS OF RACE, COLOR, CREED, RELIGION, ANCESTRY, AGE, SEX, MARITAL STATUS, NATIONAL ORIGIN, DISABILITY OR HANDICAP, OR VETERAN STATUS.

HOW DID YOU LEARN ABOUT THE COMPANY? (CHECK ONE)

TEMPORARY AGENCY _____ FRIEND _____ WALK-IN _____

HELP WANTED AD _____ CURRENT EMPLOYEE _____ OTHER _____

PERSONAL INFORMATION

NAME:

LAST FIRST MIDDLE

PRESENT ADDRESS:

STREET CITY STATE ZIP

PERMANENT ADDRESS:

STREET CITY STATE ZIP

PHONE NO: 79 @PHONE: CH-9F PHONE:

IF YOU ARE UNDER 18 YEARS OF AGE, CAN YOU PROVIDE REQUIRED PROOF OF YOUR ELIGIBILITY TO WORK? YES NO

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? YES NO

(IF OFFERED EMPLOYMENT, YOU WILL BE REQUIRED TO PROVIDE DOCUMENTATION TO VERIFY ELIGIBILITY.)

EMPLOYMENT DESIRED

POSITION(S) APPLYING FOR: DATE OF APPLICATION:

AVAILABLE STARTING DATE: SALARY DESIRED:

ARE YOU AVAILABLE TO WORK: REGULAR FULL-TIME REGULAR PART-TIME OTHER:

ARE YOU EMPLOYED NOW? IF SO, MAY WE CONTACT YOUR CURRENT EMPLOYER?

HAVE YOU APPLIED WITH THIS COMPANY BEFORE? WHEN?

THIS APPLICATION FOR EMPLOYMENT IS GOOD FOR 6 MONTHS ONLY. CONSIDERATION FOR EMPLOYMENT AFTER 6 MONTHS REQUIRES A NEW APPLICATION.

EDUCATION

HIGH SCHOOL: NUMBER OF YEARS COMPLETED (CHECK ONE) 1 2 3 4 DIPLOMA: YES NO GED: YES NO

SCHOOL(S): CITY/STATE:

COLLEGE: NUMBER OF YEARS COMPLETED (CHECK ONE) 1 2 3 4 DEGREE EARNED YES NO

SCHOOL(S):

MAJOR: CITY/STATE:

OTHER TRAINING OR DEGREES: NUMBER OF YEARS COMPLETED (CHECK ONE) 1 2 3 4 DEGREE EARNED YES NO

SCHOOL(S):

MAJOR: CITY/STATE:

GENERAL

SUBJECTS OF SPECIAL INTERESTS OR STUDY

SPECIAL SKILLS

LIST PROFESSIONAL, TRADE, BUSINESS, OR CIVIL ACTIVITIES AND OFFICES HELD

YOU MAY EXCLUDE MEMBERSHIPS WHICH MAY REVEAL SEX, RACE, RELIGION, NATIONAL ORIGIN, AGE, OR DISABILITY OR OTHER PROTECTED STATUS:

HAVE YOU EVER HAD ANY JOB-RELATED TRAINING IN THE UNITED STATES MILITARY? YES NO

FORMER EMPLOYERS

START WITH YOUR PRESENT OR MOST RECENT POSITION. IF INFORMATION IS ALREADY ON YOUR RESUME, FILL IN ONLY THOSE ITEMS NOT LISTED ON YOUR RESUME. CONTINUE WITH ALL PAST EMPLOYMENT (ATTACH ADDITIONAL SHEET(S) IF NECESSARY).

DATE, MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	POSITION	REASON FOR LEAVING
FROM TO			
FROM TO			
FROM TO			

HAVE YOU EVER BEEN DISCHARGED FROM AN EMPLOYER OR ASKED TO RESIGN? (Check One) YES NO

IF YES, PLEASE EXPLAIN:

WHICH OF THE ABOVE LISTED JOBS DID YOU LIKE THE BEST?

WHICH OF THE ABOVE LISTED JOBS DID YOU LIKE THE LEAST?

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YRS. ACQUAINTED
1)			
2)			
3)			

DO YOU HAVE ANY CONDITIONS WHICH AFFECT YOUR ABILITY TO OPERATE MOVING MACHINERY, STAND ALL DAY OR WORK SEATED FOR ANY POSITION THAT YOU ARE APPLYING FOR?

IF YES, PLEASE EXPLAIN:

I CERTIFY THAT THE ANSWERS GIVEN HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I ALSO AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION.

I HEREBY UNDERSTAND AND ACKNOWLEDGE THAT, UNLESS OTHERWISE DEFINED BY APPLICABLE LAW, ANY EMPLOYMENT RELATIONSHIP WITH THIS ORGANIZATION IS "AT WILL", WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND THE EMPLOYER MAY DISCHARGE THE EMPLOYEE AT ANY TIME WITH OR WITHOUT CAUSE. IT IS FURTHER UNDERSTOOD THAT THIS "AT WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENTATION 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 REGULATIONS OF THE EMPLOYER.

SIGNATURE (click for instructions):

DATE: