



## APPLICATION FOR EMPLOYMENT

RVM, Incorporated is an equal opportunity employer. In all our employment practices, including hiring, we are firmly committed to equal opportunity without regard to race, religion, color, sex, age, national origin, citizenship, disability or any other basis of discrimination prohibited by applicable local, state or federal law. No question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on such grounds.

**PLEASE PRINT YOUR ANSWER TO ALL QUESTIONS**

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_ Street Address: \_\_\_\_\_

          Last                  First                  Middle

Apt # \_\_\_\_\_  
Or Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ SS No \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ 18 or older? ( ) Yes ( ) No, If not, Birth Date: \_\_\_\_\_

- Were you known to any employer, school or reference by another name? ( ) Yes ( ) No  
If Yes, please indicate other name: \_\_\_\_\_
- Position for which you are applying: \_\_\_\_\_
- What wage/salary do you expect? \$\_\_\_\_\_ per \_\_\_\_\_
- On what date would you be available for work? \_\_\_\_\_
- Are you legally eligible for employment in this country? ( ) Yes ( ) No  
*(Proof of identity and work authorization may be required upon employment)*
- Have you ever filed an application for, or been employed by RVM before? ( ) Yes ( ) No  
If Yes, when and where? \_\_\_\_\_
- How, or by whom, were you referred to RVM for employment?  
\_\_\_\_\_
- Names of friends and/or relatives working for RVM (list name(s) and relationship(s)):  
\_\_\_\_\_
- How far do you live from this location? \_\_\_\_\_
- Do you have a valid Drivers License? ( ) Yes ( ) No
- Are you currently on Layoff Status, Leave of Absence or other Suspension of Employment and subject to recall with another employer? ( ) Yes ( ) No  
If Yes, provide details: \_\_\_\_\_
- Have you ever been discharged (or terminated) by a former employer? ( ) Yes ( ) No  
If Yes, please explain: \_\_\_\_\_

**AVAILABILITY:**

How many hours per week are you available for work? \_\_\_\_\_

**LIST TIMES BELOW**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>FROM</b>							
<b>TO</b>							

- Are there any hours, shifts or days you cannot or will not work? ( ) Yes ( ) No  
If Yes, when: \_\_\_\_\_

**EDUCATION:**

High School \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Number of years completed \_\_\_\_\_ Grade Point Avg: \_\_\_\_\_ Did you graduate? ( ) Yes ( ) No  
Still Enrolled? ( ) Yes ( ) No

Trade or College \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Number of years completed \_\_\_\_\_ Course/Major \_\_\_\_\_ Grade Point Avg: \_\_\_\_\_  
Degree(s) or Certification(s) \_\_\_\_\_ Did you graduate? ( ) Yes ( ) No  
Still Enrolled? ( ) Yes ( ) No

Trade or College \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Number of years completed \_\_\_\_\_ Course/Major \_\_\_\_\_ Grade Point Avg: \_\_\_\_\_  
Degree(s) or Certification(s) \_\_\_\_\_ Did you graduate? ( ) Yes ( ) No  
Still Enrolled? ( ) Yes ( ) No

Trade or College \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Number of years completed \_\_\_\_\_ Course/Major \_\_\_\_\_ Grade Point Avg: \_\_\_\_\_  
Degree(s) or Certification(s) \_\_\_\_\_ Did you graduate? ( ) Yes ( ) No  
Still Enrolled? ( ) Yes ( ) No

**EMPLOYMENT HISTORY: (start with most recent employer)**

Company \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Telephone \_\_\_\_\_ Job Title \_\_\_\_\_  
Salary / Wage: Starting \$ \_\_\_\_\_ per \_\_\_\_\_; Final \$ \_\_\_\_\_ per \_\_\_\_\_; Dates Worked: From \_\_\_\_\_ To \_\_\_\_\_  
Still Employed? ( ) Yes ( ) No May we contact this employer? ( ) Yes ( ) No Supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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Company \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Telephone \_\_\_\_\_ Job Title \_\_\_\_\_  
Salary / Wage: Starting \$ \_\_\_\_\_ per \_\_\_\_\_; Final \$ \_\_\_\_\_ per \_\_\_\_\_; Dates Worked: From \_\_\_\_\_ To \_\_\_\_\_  
Still Employed? ( ) Yes ( ) No May we contact this employer? ( ) Yes ( ) No Supervisor \_\_\_\_\_  
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Company \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Telephone \_\_\_\_\_ Job Title \_\_\_\_\_  
Salary / Wage: Starting \$ \_\_\_\_\_ per \_\_\_\_\_; Final \$ \_\_\_\_\_ per \_\_\_\_\_; Dates Worked: From \_\_\_\_\_ To \_\_\_\_\_  
Still Employed? ( ) Yes ( ) No May we contact this employer? ( ) Yes ( ) No Supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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Company \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Telephone \_\_\_\_\_ Job Title \_\_\_\_\_  
Salary / Wage: Starting \$ \_\_\_\_\_ per \_\_\_\_\_; Final \$ \_\_\_\_\_ per \_\_\_\_\_; Dates Worked: From \_\_\_\_\_ To \_\_\_\_\_  
Still Employed? ( ) Yes ( ) No May we contact this employer? ( ) Yes ( ) No Supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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- \*DURING THE LAST 7 YEARS, HAVE YOU EVER BEEN CONVICTED OF, PLED GUILTY TO OR PLED NO CONTEST TO A CRIME, EXCLUDING MISDEMEANORS AND TRAFFIC VIOLATIONS? ( ) YES ( ) NO  
IF YES, DESCRIBE: \_\_\_\_\_

\* A conviction will not necessarily bar you from employment.

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**MILITARY SERVICE:**

Branch \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharged \_\_\_\_\_ Rank \_\_\_\_\_  
Do you have service-related skills applicable to civilian employment? ( ) Yes ( ) No  
If Yes, describe: \_\_\_\_\_

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**ADDITIONAL INFORMATION: (all applicants)**

List additional training or experience \_\_\_\_\_

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**AGREEMENT**

PLEASE READ THE FOLLOWING CAREFULLY AND SIGN IN THE SPACE PROVIDED:

I hereby certify that I have read and fully completed this application and that the facts set forth in this employment application (and accompanying resume, if any) are true and correct to the best of my knowledge, and I agree and understand that any misrepresentation or falsification of information or omission of information during the employment application process including the interview may disqualify me from further consideration for employment and, if employed, will subject me to dismissal. I further certify that I am a true and bona fide job applicant, honestly interested in working in the position(s) for which I have applied, and am seeking employment with this company solely to provide me with the benefits of a job and for no other purpose.

I understand that in connection with my application for employment an inquiry into my background may include an investigative consumer report, which provides applicable information concerning character, general reputation, personal characteristics and standard of living. I understand that I have the right to make a written request within a reasonable period of time for information as to the nature and scope of any such report. If I am denied a job based either wholly or in part because of information contained in an investigative consumer report, I will be provided the name and address of the reporting agency that supplies the information.

I acknowledge that RVM reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between RVM and its employees. At RVM, my employment is at will. This means I am free to terminate my employment at any time, for any reason, with or without cause, and RVM retains the same rights. I further understand and agree that the Owner/President of RVM is the only person who may make an exception to this, including the at-will status of my employment, and it must be in writing and duly executed by the Owner/President of RVM.

If applicable to my employment, I have read and understood the notice regarding polygraph tests and my rights under this state's law.

**AUTHORIZATION TO RELEASE INFORMATION:** I authorize the references and/or employers listed on this application to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing such information to you. I agree and understand that RVM and its agents may investigate or seek information concerning my background and/or previous employment, whether of record or not. I further agree and understand that if employed, RVM may at any time seek any information from whatever source, which in its discretion, it deems relevant to my employment.

**NO DRUG USE POLICY:** RVM does not hire persons who use illegal drugs. All persons seeking employment or employed with RVM may be required to take and pass a screen for illegal drugs, and may be subject to periodic tests for illegal drugs. I hereby voluntarily consent to provide a urine specimen (or blood specimen as required for alcohol testing only) at a collection facility designated by RVM, and further consent to have the specimen tested at a laboratory selected by RVM. I hereby certify that I (check one) do \_\_\_\_\_ or do not \_\_\_\_\_ use illegal drugs.

Signature \_\_\_\_\_ Date \_\_\_\_\_