



# APPLICATION FOR EMPLOYMENT

Answer all questions as completely as you can. Remember to provide current phone numbers for your references and do not forget to sign your completed application. Write "NA" for items that are not applicable.

<b>PERSONAL INFORMATION</b>						
Name: _____ <div style="display: flex; justify-content: space-between; width: 100%; font-size: small;"> <span>Last</span> <span>First</span> <span>M.I.</span> </div>						
Address: _____ <div style="display: flex; justify-content: space-between; width: 100%; font-size: small;"> <span>Street</span> <span>City</span> <span>State</span> <span>Zip</span> </div>						
Home Phone Number: _____			Message Phone: _____			
Preferred Method of Contact: <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Mail <input type="checkbox"/> Fax			Email Address: _____			
Position Desired: _____			Date Available _____			
Type of Employment Desired: <input type="checkbox"/> Full Time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/> Internship			For Employment: _____			
Are you legally eligible to work in the U.S.? (circle one)			YES	NO	Have you ever applied for a position with our Organization? (circle one)	
Are you over the age of 18? (circle one)			YES	NO	If yes, when? _____	
<i>Hiring is subject to verification that applicant meets legal age &amp; U.S. work permit requirements.</i>					Do you have any relatives employed by our Organization? (circle one)	
Have you been convicted within the last seven years of a criminal offense involving dishonesty or breach of trust (including, but not limited to fraud, theft or tax evasion)? (circle one)			YES	NO	If yes, please specify: Relative(s) Name(s): _____	
If yes, briefly describe*:					Department: _____	
<i>*Please note that a conviction will not automatically disqualify job candidates.</i>					Do you have any relatives employed by a competitor organization? (circle one)	
					If yes, please specify: Relative(s) Name(s): _____	
					Competitor: _____	
Are you able to meet the work schedule and overtime requirements as specified? (circle one)			YES	NO	Is there anything that would interfere with your ability to perform on a regular basis, the responsibilities of the position for which you are applying? (circle one)	
					YES	
					NO	
<b>EDUCATION</b>						
	Name	City	State	Major Subject	# Years Completed	Degree/Diploma
High School						
College						
College						
Graduate School						
Trade/Tech School						
Other:						

# SKILLS

Please list any other special training, skills, and certificates which would tell us more about your qualifications for this job.

## EMPLOYMENT RECORD

Beginning with your current or most recent job, fill in your work history.

<b>1 EMPLOYER</b>		Address		Dates Employed from _____ to _____ (month/year) (month/year)
Supervisor	Phone	May we contact?	Position held	Reason for leaving
Duties: _____ _____				
Specific machinery operated / software used / office equipment used:				Salary at leaving
<b>2 EMPLOYER</b>		Address		Dates Employed from _____ to _____ (month/year) (month/year)
Supervisor	Phone	May we contact?	Position held	Reason for leaving
Duties: _____ _____				
Specific machinery operated / software used / office equipment used:				Salary at leaving
<b>3 EMPLOYER</b>		Address		Dates Employed from _____ to _____ (month/year) (month/year)
Supervisor	Phone	May we contact?	Position held	Reason for leaving
Duties: _____ _____				
Specific machinery operated / software used / office equipment used:				Salary at leaving
<b>4 EMPLOYER</b>		Address		Dates Employed from _____ to _____ (month/year) (month/year)
Supervisor	Phone	May we contact?	Position held	Reason for leaving
Duties: _____ _____				
Specific machinery operated / software used / office equipment used:				Salary at leaving

If you need more pages to describe your work history, please attach them to this application form.

## U.S. MILITARY SERVICE

Branch of Service	Dates (from)	(to)
Rank & Type of Service		
Training / Experience Received		

How did you hear about our job opening? (circle as many as apply)

Newspaper advertising	JobLine	Recruiter
Internet advertising	Job posting at school	Professional organization / Newsletter / Journal
Employee referral	Visit to company	Other:

**REFERENCES (Please list at least 2 former Supervisors, and do not include relatives):**

Name/Title	Phone #	Relationship
Name/Title	Phone #	Relationship
Name/Title	Phone #	Relationship

Your Name: Is there any additional information we need to have about your name or the use of your name, in addition to the name(s) listed on this application, in order for us to be able to check your work record? YES NO

If yes, please specify other names used:

### Certification & Agreement - Read Carefully and Sign

I certify that all the information I have provided on this application and accompanying document(s) is accurate and complete to the best of my knowledge.

I authorize all previous employers to furnish Reisner Distributor, Inc., to the extent permitted by Federal and State law, my reason for leaving, my performance history, and all other information they may have concerning my employment with them. I also understand that my employment may be contingent upon satisfactory completion of credit, educational, driving record and criminal background checks. I release all of my previous employers, organizations named in this application and accompanying resume, educational institutions, credit agencies, courts, driving records agencies, references, and Reisner Distributor, Inc. from all liability that may arise from such investigations.

By signing this application I authorize Reisner Distributor, Inc. to make investigations and I indicate my awareness that false or misleading statements, or failures to disclose certain information may be sufficient to disqualify me from employment, or if employed, may result in my dismissal regardless of the timing or circumstances of discovery.

I understand that if I am offered employment with Reisner Distributor, Inc. I may be required to submit to a pre-employment physical, drug screening and a background investigation as a condition of employment. I further understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of any or all of these pre-employment test(s) will result in the withdrawal of any employment offer, or if employed, will result in termination of my employment.

I understand that submission of an application does not guarantee employment. I further understand and agree that, should an offer of employment be extended by Reisner Distributor, Inc., that employment is at will, that employment is not guaranteed for any term, and that my employment and compensation can be terminated by Reisner Distributor, Inc. or myself at any time and for any reason, with or without cause or notice. I understand that neither this form nor any documents, policies, procedures, actions, statements of Reisner Distributor, Inc. or by its representatives during the employment or recruiting process is deemed a contract of employment, real or implied. I understand that no representative of Reisner Distributor, Inc. except the President (or other TITLE if different) of Reisner Distributor, Inc. has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements, and that any such agreements must be made in writing and signed by the President (or TITLE, if different) of Reisner Distributor, Inc.

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