

R&K BUILDING SUPPLIES, INC. – Application for Employment

Position(s) applied for _____

Date of Application ____/____/____

Referral Source:

Advertisement

Employee _____

Government Employment Agency

Walk-in

Relative _____

Private Employment Agency

Other _____

Name _____

Other Names Used _____

Street Address _____

City _____ State _____ Zip _____

Telephone # (____) _____

Alternate Telephone # (____) _____

Have you previously submitted an application to R&K Building Supplies, Inc.?.....__ Yes __ No

If yes, give date(s): From ____/____/____ To ____/____/____

Do you have friend or relatives working here?.....__ Yes __ No If yes, give names: _____

Have you ever been employed here before?.....__ Yes __ No

If yes, give date(s): From ____/____/____ To ____/____/____

Reason for Leaving _____

Are you legally eligible for employment in this country?.....__ Yes __ No

Date available to begin work.....____/____/____

Type of employment desired.....__ Full-time __ Part-time __ Temporary

What hours are you available for work? _____

Will you work overtime if required?.....__ Yes __ No

If no, please explain _____

Will you relocate if job requires it?.....__ Yes __ No Will you travel if job requires it?.....__ Yes __ No

Have you been convicted of a crime in the last seven (7) years?.....__ Yes __ No

If yes, please explain _____

(Conviction will not necessarily be a bar to employment. Each instance and explanation will be considered in relation to the position for which you are applying.)

Driver's license number if driving is an essential job function _____ State _____

EMPLOYMENT HISTORY

Provide the following information for your past and current employers, assignments or volunteer activities, starting with the most recent. Explain any gaps in employment.

| | | | | |
|---|-----------|--------------------|------------|---|
| Employer | Phone () | Dates Employed | | Summarize the type of work performed and job responsibilities |
| | | From (Mo/Yr) | To (Mo/Yr) | |
| Address | | | | |
| Job Title | | Hourly Rate/Salary | | |
| | | Starting | | |
| Immediate Supervisor and Title | | \$ | Per | |
| | | Hourly Rate/Salary | | |
| | | Final | | |
| Reason for Leaving | | \$ | Per | |
| | | | | |
| May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later | | | | |

| | | | | |
|---|-----------|--------------------|------------|---|
| Employer | Phone () | Dates Employed | | Summarize the type of work performed and job responsibilities |
| | | From (Mo/Yr) | To (Mo/Yr) | |
| Address | | | | |
| Job Title | | Hourly Rate/Salary | | |
| | | Starting | | |
| Immediate Supervisor and Title | | \$ | Per | |
| | | Hourly Rate/Salary | | |
| | | Final | | |
| Reason for Leaving | | \$ | Per | |
| | | | | |
| May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later | | | | |

| | | | | |
|---|-----------|--------------------|------------|---|
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| Address | | | | |
| Job Title | | Hourly Rate/Salary | | |
| | | Starting | | |
| Immediate Supervisor and Title | | \$ | Per | |
| | | Hourly Rate/Salary | | |
| | | Final | | |
| Reason for Leaving | | \$ | Per | |
| | | | | |
| May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later | | | | |

Gaps in Employment (Account for all periods of unemployment of three months duration or more in the above employment history)

Education Background

List the last three (3) schools attended, starting with most recent

| School | Years Completed | Degree/Diploma | | GPA/Class Rank | Major |
|--------------|-----------------|----------------|------|----------------|-------|
| Name | | Type | Year | | |
| City & State | | | | | |
| School | Years Completed | Degree/Diploma | | GPA/Class Rank | Major |
| Name | | Type | Year | | |
| City & State | | | | | |
| School | Years Completed | Degree/Diploma | | GPA/Class Rank | Major |
| Name | | Type | Year | | |
| City & State | | | | | |

Skills and Qualifications

Summarize any special training skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying for.

Additional Information

List professional, trade, business, or civic associations, special accomplishments, publications or awards

Exclude memberships and information which would reveal sex, race, religion, national origin, age, color, disability or any other similarly protected status.

References

List name and telephone of three references that are *not* related to you and is not a previous employer.

| Name | How Known | Telephone | Years Known |
|------|-----------|-----------|-------------|
| | | () | |
| | | () | |
| | | () | |

AS AN APPLICANT I UNDERSTAND AND AGREE TO THE FOLLOWING:

R&K Building Supplies, Inc. ("the Company") does not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status or status within any other protected group. No questions on this application are intended to secure information to be used for such discrimination. Pursuant to the Americans With Disabilities Act, it is the Company's policy to hire qualified individuals with a disability as long as the individual can perform the essential functions of the job, with or without a reasonable accommodation.

In connection with the Company's consideration of me for employment, continued employment, promotion, or reassignment or as part of an investigation, I understand that the Company or persons acting on its behalf may conduct investigative inquiries into my background that will include information regarding job reference, personal reference, criminal, consumer credit, driving, and other reports pertaining to me. These inquiries may include personal conversations with persons possessing knowledge relevant to these categories. These background inquiries will be conducted and reports obtained to provide the Company with job-related information regarding my character, general reputation, personal characteristics, work record and characteristics, skills, and abilities, education and training, employment and experience, past job performance, reasons for termination of previous employment and other pertinent information.

I hereby consent to the Company, or persons acting on its behalf, obtaining the above stated information, I authorize, without reservation, any person or entity contacted by the Company or anyone acting on its behalf to furnish the above-stated information, and I will release any such person or entity from any and all liability for furnishing such information. I also release the Company from any and all liability for conducting such an investigation. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of the investigation(s).

In addition to authorizing the release of any information regarding my employment and background, I hereby fully waive any rights or claims that I have or may have against my former employers, their agents, employees, and representatives regarding the release of information and release them from any and all liability, claims, or damage that may directly or indirectly result from the use, disclosure, or release or any such information by any person or party, whether such information is favorable or unfavorable to me.

I authorize the Company or persons acting on its behalf to make these investigations, and to use job-related information obtained in its employment decision, including but not limited to, the truthfulness of my responses to the Company's employment inquiries. I hereby state that all information that I provide on this application and in any interview is true and accurate. I am aware that false statements, misrepresentations of facts, or material omissions may be sufficient to disqualify me for employment, or if employed, may result in termination.

I have not signed any employment agreement or other agreement which limits the type of job I might accept in the future, or which limits for whom I might work in the future, with any employer by whom I have been employed at any time during the past two (2) years. If a job offer is extended, my initial and continued employment will be conditioned upon execution of agreements, if appropriate, with regard to invention, patent, confidentiality and non-competition. As part of the pre-employment process, **I understand that I may be required to submit to a drug screen.**

If employed, I will be required to provide proof of identity and legal work authorization, and I must meet minimum age requirements of applicable laws. I understand and acknowledge that there have been no oral or written representations made promising or guaranteeing employment or continued employment.

I understand that nothing contained in this application, offer letter, or in the interview process is intended to create an employment contract between the company and me. If I am employed, I have a right to terminate my employment at any time and for any reason. Similarly, the Company may terminate my employment at any time, with or without notice and with or without cause. The Company is an at-will employer. I further understand that no representative of the Company has any authority to enter into any agreement with me for any specified period of time or to guarantee some other benefit, other than the President and any such agreement must be in writing to be effective. Supervisors do not have authority to make oral agreements guaranteeing employees' future promotions, pay raises, benefits, reassignments or transfers. Any such assurances must be in writing and signed by the President to be enforceable. This statement applies to the period prior to or after I may be employed.

I understand that my application for employment will be considered active for 60 days. After the expiration of 60 days, and, if I still desire to be considered for employment, it will be necessary for me to complete a new application.

Signature of Applicant: _____ Date: _____

Applicant Name (Print): _____