



APPLICATION FOR EMPLOYMENT

Please type or print in pen.

PERSONAL INFORMATION

Name: Last First Middle Preferred Name

Current Address City State Zip Telephone Number () -

Are you 18 years old or older? Yes No

Are you eligible for work in the United States? Yes No
(If you are hired, you will be required to produce documents about your eligibility for employment.)

Have you been convicted of a felony within the past seven years? Yes No
(Conviction will not necessarily disqualify applicant for employment) If yes, please explain:

Have you ever been disciplined, suspended or terminated from a previous employer for violating a company policy? Yes No
If yes, please explain:

List any family members who have been or who are currently employed with RLK Incorporated

Name: _____ Position: _____ Relationship: _____
Name: _____ Position: _____ Relationship: _____
Name: _____ Position: _____ Relationship: _____

EMPLOYMENT INFORMATION

Would you prefer to work: Full-time Part-time Temporary

Have you been employed or applied with us before? Yes No

Date available to start work: _____

Position applied for: _____

Are you employed now? Yes No If so, may we contact your present employer? Yes No

EDUCATION

Name of School	Location of School	Number of Years	Did you Graduate	Degree Received
High School	_____	_____	_____	_____
Vocational/College	_____	_____	_____	_____
Business School	_____	_____	_____	_____
Other	_____	_____	_____	_____

List any special skills or training you have for this position and any other achievements you would like considered:

Professional Memberships/Professional Organizations:

PREVIOUS EMPLOYMENT

List below previous employers, starting with the most recent employer:

Date Employed from: _____ to _____ Ending Salary: _____
Position/Title: _____
Reason for Leaving: _____
Company Name: _____ Telephone Number: () - _____
Address: _____
Name of Supervisor/Manager: _____
Job Duties: _____

Date Employed from: _____ to _____ Ending Salary: _____
Position/Title: _____
Reason for Leaving: _____
Company Name: _____ Telephone Number: () - _____
Address: _____
Name of Supervisor/Manager: _____
Job Duties: _____

Date Employed from: _____ to _____ Ending Salary: _____
Position/Title: _____
Reason for Leaving: _____
Company Name: _____ Telephone Number: () - _____
Address: _____
Name of Supervisor/Manager: _____
Job Duties: _____

REFERENCES

**Provide the names of two persons not related to you, whom you have known for at least one year:
(Business references are preferred.)**

Name: _____ Telephone Number: () - _____

Address: _____

Business Contact Personal Contact Years Known/Relationship: _____

Name: _____ Telephone Number: () - _____

Address: _____

Business Contact Personal Contact Years Known/Relationship: _____

STATEMENT OF UNDERSTANDING

I certify that the statements made in this application are true and correct to the best of my knowledge and that any deliberate falsification will be considered sufficient cause for my dismissal upon discovery thereof. I further certify that I have received and executed the RLK Incorporated Fair Credit Reporting Act Disclosure and Consent Form. I further authorize previous employers, schools, and persons named herein, to give information relevant to my bona fide employment qualifications to RLK Incorporated. I understand that any employment with RLK Incorporated will be "at-will" and that both RLK Incorporated and I would have the right to terminate my employment at any time, with or without cause.

Signature _____ Date _____

How were you referred to RLK Incorporated?

Employee Referral (RLK Incorporated Employee: _____)

- | | |
|---|---|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> State Job Service |
| <input type="checkbox"/> Community Agency | <input type="checkbox"/> College Recruiting |
| <input type="checkbox"/> Former Employee | <input type="checkbox"/> Search Firm |
| <input type="checkbox"/> Job Fair | <input type="checkbox"/> Website |
| <input type="checkbox"/> Temporary Agency | <input type="checkbox"/> Other: _____ |

