



APPLICATION FOR EMPLOYMENT

Position Applied For: _____ Today's Date: _____

Date Available for work: _____ Salary Range: _____

Type of employment desired: Full Time Part-Time

PERSONAL INFORMATION

Social Security #: _____

Name: _____

Phone: _____

Email Address: _____

Cell: _____

Address: _____

Street

City

State

Zip

Have you ever been employed with Richmond Advantage before? Yes No

If yes, where, when and name of supervisor _____

If you are under 18 and it is required, can you furnish a work permit? Yes No

If no, please explain: _____

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

(If yes, be prepared to provide proof of citizenship / legal residence / work permit to interviewer.)

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)? This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes No Need more information about the job's "essential" functions" to respond

Are you licensed to operate a motor vehicle? Yes No

License No. _____ Expiration Date _____ State _____

Have you had a motor vehicle accident or moving violation in the past three years? Yes No

If yes, explain _____

What is your Native Fluent Language? _____

Do you speak, read or write fluently a language *other than* your native fluent

language? Yes No If yes, which one(s)? _____



EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information.

Date From - To	Employer	Employer Address/Phone/Manager	Position	Wages Start	Wages End	Reason For Leaving
-----				<input type="checkbox"/> Hr <input type="checkbox"/> Salary \$	<input type="checkbox"/> Hr <input type="checkbox"/> Salary \$	
-----				<input type="checkbox"/> Hr <input type="checkbox"/> Salary \$	<input type="checkbox"/> Hr <input type="checkbox"/> Salary \$	
-----				<input type="checkbox"/> Hr <input type="checkbox"/> Salary \$	<input type="checkbox"/> Hr <input type="checkbox"/> Salary \$	
-----				<input type="checkbox"/> Hr <input type="checkbox"/> Salary \$	<input type="checkbox"/> Hr <input type="checkbox"/> Salary \$	
-----				<input type="checkbox"/> Hr <input type="checkbox"/> Salary \$	<input type="checkbox"/> Hr <input type="checkbox"/> Salary \$	
-----				<input type="checkbox"/> Hr <input type="checkbox"/> Salary \$	<input type="checkbox"/> Hr <input type="checkbox"/> Salary \$	

EDUCATIONAL BACKGROUND

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		

REFERENCES

List names and telephone numbers of three business/work references that are not related to you. If not applicable, list three school or personal references that are not related to you.

Name	Title	Relationship to You	Telephone	Number of Years Known



I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representative, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, motor vehicle records, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

I understand that I agree by signing this document that I submit to any pre-employment/employment job-related medical exams or drug tests that might be required.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand and accept all terms of the forgoing Applicant Statement.

Signature of Applicant

Date