



Employment Application



Date _____

We appreciate your interest in employment with Russell Reid / Mr. John. Please complete all sections of this application. We do not discriminate on the basis of sex, age, race, creed, religion, color, national origin, marital status, sexual orientation, citizenship status, pregnancy or disability. We are a drug free employer.

Name _____ Soc. Sec. Number _____
Last First MI

Address _____
Street

_____ Phone _____
City State Zip

How were you referred to Russell Reid / Mr. John _____

Have you ever applied for a job with this company before? Yes No
If so, when and where? _____

What position are you applying for? _____ Salary desired: _____

Other positions you would consider: _____

Are you interested in _____ Full Time _____ Part Time _____ Temporary

Are you authorized to work in the US? Yes No

Are you at least 18 years of age? Yes No

Can you work overtime when necessary? Yes No

Russell Reid / Mr. John conducts background checks on all candidates. Have you ever been convicted of a crime, excluding traffic violations, which has not been annulled or expunged or sealed by the court?
Yes No

If so, please give full details: _____

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

When are you available for work? _____

Is there anything that would prevent you from being able to perform the essential functions of the job for which you are applying?
Yes No

If so, please specify: _____

Employment Record
(Please list most recent position first)

Name and Address of Employer

_____	Dates of employment: _____
_____	Salary: _____
_____	Responsibilities: _____
Supervisor _____	_____
Phone: _____	_____
Reason for Leaving: _____	

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Education

	Name and Location of school	Course of Study	Years Completed	Degree or Diploma
High School	_____ _____			
College	_____ _____			
Graduate	_____ _____			
Other (please specify)	_____ _____			

Other Specialized Training

List any special training, certifications, skills or noteworthy achievements _____

Have you ever served in the military? Yes No If so, please list any duties performed that would be helpful in the position for which you are applying. _____

Why are you interested in working for our company? _____

What strengths would you bring to our company? _____

What did you like or dislike about previous jobs? _____

I certify that the information provided in this application is correct to the best of my knowledge. I further understand that falsification of any information in this application is grounds for denial of, or dismissal from, employment. If employed by Russell Reid / Mr. John (the “Company”), I agree to abide by the rules and regulations of the Company. **I further understand that if employed, my employment will be at-will, which means that my employment can be terminated at any time, with or without cause or notice, at the option of either the Company or me.**

I authorize the Company to make whatever inquiries it deems necessary in connection with its consideration of my application of employment, and throughout the term of my employment, if I am hired. In this regard, I hereby authorize the Company to contact any person or agency for the purpose of obtaining information and/or reports pertaining to, among other things, my employment record, education, character and credit worthiness. Moreover, I hereby authorize any person or entity to promptly furnish the requested information. I release those individuals or entities contacted from any liability for providing accurate and correct information.

I understand that the foregoing cannot be modified without a separate written agreement signed by the President of Russell Reid.

Signature

Date

Do not write below this line

Interviewers' comments:

References: