

# Reifel Industries, Inc.

An Equal Opportunity Employer

## Employment Application

Date of Application \_\_\_\_\_

Name (Last Name First)		Social Security No.	
Present Address	City	State	Zip
Phone Number			

How many hours per week would you like to work? _____
When could you start work? _____
Rate of pay expected \$ _____ per _____
Job applied for _____

### RECORD OF EDUCATION

School	Name and Address	Course of Study	No. of Years Attended	Circle Last Year Completed	Did you Graduate?
High				1 2 3 4	
College/VoT				1 2 3 4	

### LIST BELOW, BEGINNING WITH YOUR MOST RECENT, ALL PRESENT AND PAST EMPLOYMENT

Name, Address and Phone # of Company	Starting Date	Ending Date	Title	Duties	Weekly Last Salary	Reason for Leaving

### SPECIAL TRAINING AND/OR SKILLS

\_\_\_\_\_  
 \_\_\_\_\_  
 (PLEASE NOTE: ALL ITEMS ON REVERSE SIDE MUST BE COMPLETED)

**PERSONAL REFERENCES (Not former employers or relatives)**

Name and Address	Occupation	Phone Number

**HOW WOULD YOU RATE YOURSELF**

(1 = Improvement needed 2 = OK 3 = Good 4 = Top Performer)

- \_\_\_\_\_ Energy Level: Your sense of urgency, self-motivation and enthusiasm
- \_\_\_\_\_ Communication Skills: Your ability to listen well, express ideas clearly and accept feedback
- \_\_\_\_\_ Hospitality: Your natural friendliness
- \_\_\_\_\_ Reliability: Your dependability, attendance, self-discipline and dedication
- \_\_\_\_\_ Teamwork: Your cooperation with others and team spirit

1. Are you employed now? \_\_\_\_\_ If No, How long have you not been? \_\_\_\_\_
2. Have you ever applied to this company before? \_\_\_\_\_
3. Have you ever worked for this company before \_\_\_\_\_
4. How did you learn of this opening? \_\_\_\_\_
5. Why do you want to work here? \_\_\_\_\_

Do you believe you can perform the essential functions of this job, without accommodations? \_\_\_ Yes \_\_\_ No  
 Do you believe you can perform the essential functions of this job, with accommodations? \_\_\_ Yes \_\_\_ No  
 Do you have reliable transportation to work? \_\_\_ Yes \_\_\_ No

Do you have any relative or friends currently working at Reifel Industries, Inc.? \_\_\_ Yes \_\_\_ No  
 If yes, state relationship to you and name of employee \_\_\_\_\_

**BACKGROUND**

- Are you 18 years of age or older?  Yes  No
- Have you ever been convicted of any felony?  Yes  No
- Have you ever been convicted of any crime, excluding misdemeanors?  Yes  No
- Have you ever been convicted of any crime involving violence to another person?  Yes  No
- Are you serving probation for any misdemeanor offense?  Yes  No

**IMPORTANT – READ BEFORE SIGNING**

I certify that information given herein a true and complete to the best of my knowledge.

I understand that incorrect, misleading or incomplete information on this application may result in immediate termination of employment. I understand that this employment application and any other company documents are not contracts of employment and that any individual who is hired may voluntarily leave employment upon proper notice and may be terminated by the employer at any time and for any reason. I also understand that any oral or written statements to the contrary are expressly disavowed and should not be relied upon by any prospective or existing employee. I understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs before and during employment.

Signed \_\_\_\_\_

Date \_\_\_\_\_