



Employment Application

APPLICANT INFORMATION

Social Security Number:		Date of application:	
Name (First, Middle, Last):			
Address:			
Phone Number:		E-mail Address:	
Type of position desired:			

CURRENT WORK EXPERIENCE

Job Title:		May we contact your current supervisor:		Yes	No
From (month/year):	To (month/year):	Salary:	Hours per week:		
Employer's Name & Address:					
Supervisor's Name & Phone Number:					
Duties & Accomplishments:					
Reason for leaving:					

ADDITIONAL WORK EXPERIENCE

Job Title:		May we contact your current supervisor:		Yes	No
From (month/year):	To (month/year):	Salary:	Hours per week:		
Employer's Name & Address:					
Supervisor's Name & Phone Number:					
Duties & Accomplishments:					
Reason for leaving:					

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Duties & Accomplishments:					
Reason for leaving:					

EDUCATION

Highest level completed:	Some HS	HS/GED	Associate	Bachelor	Master	Doctoral
High School Name:	Location:		Year of diploma/GED:			
Name and location of colleges or universities attended			Major		Degree / Year	

OTHER QUALIFICATIONS

Job-related training courses (give title and year). Job-related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.). Job-related certificates and licenses (current only). Job-related honors, awards and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking and performance awards).

REFERENCES

Name	Relationship	Phone Number

APPLICANT CERTIFICATION

I understand that R&M follows an "employment at will" policy, in that I or R&M may terminate my employment at any time, or for any reason consistent with applicable state or federal law. This "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the CEO or COO of R&M. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity. Failure to submit such proof will result in denial of employment.

I understand this application will be active for a period of one year; after that time, if I wish to be considered for employment, I must submit a new application.

I understand that R&M will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, school and firms named therein, except my current employer if so noted, to provide any information requested about me and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand the any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Applicant Signature:	Date:
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