

Application for Employment

Robb & Stucky International is an equal opportunity employer and does not discriminate on the basis of sex, race, age, disability, marital status, religion, sexual orientation, national origin, veteran's status or any other characteristic prohibited by law. Candidates for employment who require accommodation, due to a disability, to participate in the selection process should contact Corporate Human Resources.

Please complete all sections. Failure to complete the Application for Employment in its entirety may result in disqualification for consideration.

Name _____

Date _____

APPLICANT DATA

NAME: _____
LAST FIRST MIDDLE

ADDRESS: _____
NUMBER & STREET APT. #

CITY STATE ZIP CODE

TELEPHONE NUMBER _____ SOCIAL SECURITY NUMBER _____

Can you, upon offer of employment, submit verification of your legal right to work in the United States? _____

Salary Required _____ Are you under 18 years of age? _____

Have you previously applied for employment with RSI? If yes, when? _____

Have you previously been employed by RSI? If yes, when? _____

How did you hear about employment with RSI? _____

Please list the names of any family members currently working at RSI. _____

Have you ever been convicted of a crime, plead guilty to, or entered no contest to a crime? Yes _____ No _____

Do you have any criminal charges pending? Yes _____ No _____

If you answered yes to the last two questions, please explain _____

Conviction does not necessarily disqualify you from employment, false statements do.

EDUCATION

Please list all secondary and post-secondary education.

SCHOOL	NAME AND ADDRESS	COURSE OF STUDY	LAST YEAR COMPLETED				DID YOU GRADUATE?		DIPLOMA OR DEGREE
			1	2	3	4	yes	no	
HIGH SCHOOL							yes	no	
COLLEGE							yes	no	
OTHER							yes	no	
OTHER							yes	no	

Please indicate which computer/software skills you have:

Windows
 Word
 Excel
 PowerPoint
 Lotus
 WordPerfect
 Access
 Other _____

Please indicate any professional organizations you belong to and certifications and/or designations you have obtained: _____

PRESENT AND PRIOR EMPLOYMENT HISTORY

Starting with your current or most recently employer, please list below all employment for the last 10 years. You may attach an additional sheet if necessary. **It is necessary to complete this section even if you have provided a resume.**

****Phone numbers required for current and previous employers***

Name of Employer: _____	May we contact: Yes ___ No ___
City and State: _____	Telephone Number: _____
Job Title: _____	Supervisor: _____
Duties/Responsibilities: _____	
Dates of Employment From: _____ To: _____	Starting Salary: _____
Reason for Leaving: _____	Ending Salary: _____

Name of Employer: _____	May we contact: Yes ___ No ___
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ADDITIONAL INFORMATION

Please list any other relevant information pertaining to your education and or work/volunteer experience.

PROFESSIONAL REFERENCES (DO NOT INCLUDE RELATIVES)

1.	_____	_____	_____
	Name	Company	Telephone Number
2.	_____	_____	_____
	Name	Company	Telephone Number
3.	_____	_____	_____
	Name	Company	Telephone Number

CONDITIONS OF EMPLOYMENT

- 1. I understand that failure to complete this application may delay or prevent processing.
- 2. The information provided is true and factual. I understand that any false information, including omissions, will disqualify me for employment. If I have been offered employment, the offer of employment will be withdrawn. If I am currently employed, my employment will be terminated.
- 3. I give Robb & Stucky International permission to contact my former employers for reference information pertaining to my past employment. I agree to hold harmless both Robb & Stucky International and past employers for any information provided in the course of conducting reference checks to consider my suitability for employment.
- 4. I understand that Robb & Stucky International is an "at-will" employer, and as such, both the organization and I are free to terminate the employment relationship at any time, with or without cause, with or without notice.
- 5. I understand that I may be asked to work days, hours, or other locations other than those initially indicated at the time of hire.
- 6. Upon termination of employment, I will be required to return any company property, prior to the release of my final paycheck.

I have read the above and agree to abide by the Conditions of Employment and all policies of Robb & Stucky International during the course of my employment.

_____	_____
Applicant Signature	Date

If a Robb & Stucky employee referred you, please indicate employee's name here. _____