



Employment Application

(Please print)

It is the policy of **RPG Squarefoot Solutions** to comply with various federal and state laws prohibiting discrimination because of age, sex, race, color, religion, national origin, disability, marital, sexual orientation, veteran status or any other basis protected by Local, State or Federal law. **Please exclude** any information that indicates the sex, age, race, color, religion, national origin, marital status, sexual orientation or disability of the applicant.

Please answer all questions neatly and completely — this form is part of your personnel record.

General Information						
Last Name	First Name	Middle Name	Other Name Employed Under	Social Security #		
Present Street Address		City	County	State	Zip Code	How Long?
Home Telephone Number	Are you over 18 and under 70 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you legally eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No Authorization # _____			
Are you related to anyone employed by RPG? <input type="checkbox"/> Yes <input type="checkbox"/> No		Relationship		Name		
Were you previously employed by RPG? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Started	Date Left	Department		
Reason for Leaving						
Have you been convicted of a felony within the past 10 years? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, explain. <i>Please note no applicant will be denied employment solely on the basis of a conviction. The relevance of the offense to the position applied for will be considered.</i>				
Type of work desired			Date Available	Wage or salary desired		

Education								
Circle highest grade completed Grammar 6 7 8 High 9 10 11 12 College 13 14 15 16	Name of School		Location	Dates(Month/Year)		Graduated?		Degree or Course
	High School			From	To	Yes	No	
	Community College							
	College							
	Graduate School							
If you did not graduate, why did you leave school or college? _____								
List any scholastic honors earned in high school or college. _____								
Are you currently pursuing further studies? <input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Day School <input type="checkbox"/> Night School			Where are you attending?		
What courses are you presently taking or planning on taking?								

Account for your employment, **STARTING WITH PRESENT** or most recent employment first. Include self-employment, summer, part time and verifiable volunteer work. Do not include any religious or ethnic organizations.

Employment History					
Employer	Type of Business		Starting Date MO YR	Leaving Date MO YR	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address		City	State	Zip Code	Phone
Starting Salary	Hourly Weekly Annually	Final Salary \$	Hourly Weekly Annually	Last Position	
Supervisor's Name	Reason(s) for leaving				
Describe work and responsibilities					
Employer	Type of Business		Starting Date MO YR	Leaving Date MO YR	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address		City	State	Zip Code	Phone
Starting Salary	Hourly Weekly Annually	Final Salary \$	Hourly Weekly Annually	Last Position	
Supervisor's Name	Reason(s) for leaving				
Describe work and responsibilities					
Employer	Type of Business		Starting Date MO YR	Leaving Date MO YR	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address		City	State	Zip Code	Phone
Starting Salary	Hourly Weekly Annually	Final Salary \$	Hourly Weekly Annually	Last Position	
Supervisor's Name	Reason(s) for leaving				
Describe work and responsibilities					
Employer	Type of Business		Starting Date MO YR	Leaving Date MO YR	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address		City	State	Zip Code	Phone
Starting Salary	Hourly Weekly Annually	Final Salary \$	Hourly Weekly Annually	Last Position	
Supervisor's Name	Reason(s) for leaving				
Describe work and responsibilities					



ACKNOWLEDGMENTS

I certify all the information I have provided in order to apply for and secure work with **RPG Squarefoot Solutions** is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will (i) cancel further consideration of my application, or (ii) will result in immediate termination of my employment upon discovery. I certify that there are no misrepresentations, omissions or falsifications on the application or in the supporting documents provided.

I expressly authorize, without reservation, RPG Squarefoot Solutions, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify 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 RPG Squarefoot Solutions, its agents or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

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

If I am hired, I understand that my employment with RPG Squarefoot Solutions is **AT WILL** and that I am free to resign at any time, with or without prior notice, and that RPG Squarefoot Solutions reserves the same right to terminate my employment at any time, with or without prior notice, except as may be required by law. This application does not constitute an express or implied agreement or contract for employment for any specific period or definite duration. I understand that no manager or representative of RPG Squarefoot Solutions 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 VP- General Manager. I similarly understand that RPG Squarefoot Solutions handbook, policy manuals and memoranda, as they exist or may be revised, do not constitute express or implied contracts between RPG Squarefoot Solutions and me.

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

I also understand that employment is contingent on an investigative background report. This report may include but is not limited to criminal and civil court records, driving record, credit history, educational and professional credentials and personal and professional references. I understand I will be provided with a separate authorization to approve the background report being completed.

I agree to submit to a pre-employment physical and/or drug screen, if required by RPG.

I hereby acknowledge that I have read the above statements and understand the same.

Signature of Applicant _____

Date _____

Print Name _____

HUMAN RESOURCES DEPARTMENT USE ONLY

Interview Record	
Name	Comments
Date	
Name	Comments
Date	

HUMAN RESOURCES DEPARTMENT USE ONLY

Hire Source
<input type="checkbox"/> Referral <input type="checkbox"/> Walk-in <input type="checkbox"/> Ad <input type="checkbox"/> Agency <input type="checkbox"/> Professional School Recruiting <input type="checkbox"/> Other (specify) _____
If referred, by whom;

Official Use Only

TO BE COMPLETED POST HIRE ONLY

Offer Extended By	Comments	Date	Acceptance Date
Position	Salary <input type="checkbox"/> Annual <input type="checkbox"/> Hourly	Starting Date	
	Status <input type="checkbox"/> FT Salaried FLSA <input type="checkbox"/> FT Hourly <input type="checkbox"/> Exempt <input type="checkbox"/> PT Hourly <input type="checkbox"/> Non-Exempt	Hours/Shifts	
DOB	SS #	I-9 Verification <input type="checkbox"/> yes <input type="checkbox"/> no	
Emergency Contact Information			
Signature	Human Resources	Date	