

RICHARDSON BRANDS COMPANY

Application for Employment

Richardson Brands Company does not discriminate in hiring or employment on the basis of race, color, ancestry religion, national origin, sex, sexual orientation, marital status, disability/veteran status, or age. No question on this application is intended to secure information to be used for such discrimination

Date: _____

Name: _____
(Last) (First) (MI)

Address: _____
(Street) (Apt. #)

(City) (State) (Zip)

Phone: Home: _____ Work: _____

POSITION APPLYING FOR: _____

Salary Requirements\$: _____

What type of position are you seeking? Full-time Part-Time Temporary

Date Available: _____ How were you referred to: _____
Richardson Brands?

Are you 18 years of age or older? Yes NO

Have you ever worked here? Yes NO

Do you have any relatives working here? Yes NO

If yes, name and relationship _____

Are you legally eligible to work in the United States of America? Yes NO
(Proof of eligibility will be required for employment)

Have you ever been convicted of a felony? Yes NO

If so, when? _____

(A criminal conviction will not necessarily be a bar to employment)

This application will be retained in an active file for sixty days from the date of submission.
Applicants who wish to be considered for employment after the sixty-day period must contact the company

An Equal Opportunity Employer M/F/V/D

Employment History

Please list all employment including self-employment, summer or part-time work, and full-time military service in reverse chronological order. Also, please explain all periods of unemployment and any gaps in employment. (This section must be completed in full regardless of whether or not you submit a resume.)

Company Name: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor: _____

Starting Salary: _____ Ending Salary: _____

Dates: From: _____ To: _____

Duties/Responsibilities: _____

Reason For Leaving: _____

Company Name: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor: _____

Starting Salary: _____ Ending Salary: _____

Dates: From: _____ To: _____

Duties/Responsibilities: _____

Reason For Leaving: _____

Company Name: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor: _____

Starting Salary: _____ Ending Salary: _____

Dates: From: _____ To: _____

Duties/Responsibilities: _____

Reason For Leaving: _____

If currently employed, may we contact your current employer as a reference? YES NO

Academic Record

School	City/State	Degree/Diploma Recieved	Major
High School			
College			
Other Professional School			
Technical/Trade			
Graduate School			

Scholastic Honors, scholarships, etc.: _____

Skills (Optional)

Please list all applicable certificates and licenses, or technical skills related to the job for which you are applying:

U. S. Military History _____ Veteran

YES

NO

References

List three business references who are not relatives.
If not previously employed, list three personal references.

Name	Title	Company	Relationship	Telephone	Years Known
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Name	Title	Company	Relationship	Telephone	Years Known
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Name	Title	Company	Relationship	Telephone	Years Known
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Agreement

I understand that upon receiving an offer of employment with Richardson Brands Company that such offer is conditional upon testing negative to a substance screening test. I further understand that a positive test will nullify any offer of employment with Richardson Brands Company. I hereby authorize the release to Richardson Brands Company the results of a substance screening test. I release Richardson Brands Company from any and all claims or actions, or potential claims or actions arising out of this test process including but not limited to, those related to rights of privacy and confidentiality. This authorization shall remain valid for a period of six months from the date below.

I give Richardson Brands Company the right to investigate all references and to obtain a consumer report for employment purposes including a criminal background check. I hereby release from liability the Company and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information.

I understand that just as I am free to terminate my employment at any time, Richardson Brands Company reserves the same right with or without cause and prior notice. I understand that no representative has the authority to make any assurances to the contrary.

I understand that the Company and all plan administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms and conditions of employment.

I acknowledge that I have read and understand the foregoing statements. I certify that the information given herein is true and complete to the best of my knowledge. I understand that false and misleading information given in my application, resume, or interviews may result in discharge and that I am required to abide by all rules and regulations of Richardson Brands Company.

Signature of Applicant

Date