

APPLICATION FOR EMPLOYMENT

Date Applied

1. PERSONAL

Reeves Young is an Equal Opportunity Employer. We maintain a drug-free, smoke-free workplace. We participate in E-Verify. We perform background checks. We drug test.			
Last	First	Middle	Maiden Name
Street Address	City	State	Zip
Home Phone	Cell Phone	Email	
Are you over 18 years of age?		Are you authorized to work in the U.S.?	
Position Desired		Pay Expected	
Are you available for full time work? If not, what hours can you work?		When will you be able to begin work?	
Will you work overtime if asked?		Do you have reliable transportation to get to work?	
Have you ever filled out an application with us? If yes, give dates.		Have you ever been employed with us? If yes, give dates.	
Have you ever been bonded? If yes, with what employer(s)?		Do you speak any Foreign Languages? If yes, please list.	
Are you currently employed?		May we contact your present employer?	
Do you have any physical condition which may limit your ability to perform the job for which you are applying? If so, please explain.			
Have you been convicted of a felony in the past 5 years which has not been annulled, expunged or sealed by a court? If yes, please explain.			
<i>Conviction will not necessarily disqualify an applicant from employment and this employer will conduct a targeted screening considering the nature of the crime, time elapsed, and the nature of the job for which applied.</i>			
Please list any other special skills, training or certificates:			
Have you served in the U.S. Armed Forces? If so, please list branch, rank, training and service dates.			

Proof of legal eligibility for employment in the United States will be required upon employment. Prospective employees will receive consideration without discrimination because of age, race, sex, national origin, disability, handicap or veteran status.

2. EDUCATION

Type	Name & Location	Course of Study	# of Years Completed	Did you Graduate?	Degree or Diploma?
Graduate				Y N	
College				Y N	
Business/Trade/ Technical				Y N	
High School				Y N	

3. ADDITIONAL INFORMATION

List any professional, trade, business, or civic activities or offices held.
You may exclude memberships revealing race, religion, national origin, age, disability or other protected status.

Is there any additional information you feel may be helpful to us in considering your application?

4. REFERENCES

Please provide three business/work references that are not related to you and are not previous supervisors.

Name	Relationship	Phone Number

Whom do you know at Reeves Young?

5. EMPLOYMENT EXPERIENCE

List your last four employers, assignments, or volunteer activities starting with the most recent, including military experience.	
Company Name	Phone Number
Address	Employed (from mm/yy to mm/yy)
Name of Supervisor	Pay (weekly) Starting Ending
Job Title & Responsibilities	Reason for Leaving
Company Name	Phone Number
Address	Employed (from mm/yy to mm/yy)
Name of Supervisor	Pay (weekly) Starting Ending
Job Title & Responsibilities	Reason for Leaving
Company Name	Phone Number
Address	Employed (from mm/yy to mm/yy)
Name of Supervisor	Pay (weekly) Starting Ending
Job Title & Responsibilities	Reason for Leaving
Company Name	Phone Number
Address	Employed (from mm/yy to mm/yy)
Name of Supervisor	Pay (weekly) Starting Ending
Job Title & Responsibilities	Reason for Leaving

6. JOB DUTIES APPLICABLE TO FIELD POSITIONS

Only fill out this section if you are applying for such a position.

Individuals performing as equipment operators, laborers, and other positions which require physical labor, safety awareness, communication skills, physical skills and dexterity, or individuals supervising such work, must be able to engage in the following activities as essential functions of their job.		
Are you able to perform the following job related activities with or without reasonable accommodation?	Yes	No
Visually and audibly understand and perceive safety commands		
Understand hazardous communication information and safety information		
Wear proper safety equipment		
Stand for significant periods of time		
Bend, stoop, squat and reach overhead on a regular basis		
Use safety appliances such as positioning hooks, lanyards, etc.		
Have the ability to grip, grasp and twist control levers; hand and power tools		
Routinely lift and carry materials, equipment and/or tools weighing less than 20 lbs.		
Occasionally lift and carry materials, equipment and/or tools weighing more than 20 lbs.		
Interpret standard measurements using levels, tape measures, or load indicators in order to determine correct cuts, lifting angles and other field measurements		
If you answered no to any of these questions, please explain:		

7. APPLICATION FOR EMPLOYMENT - RELEASE AND DISCLAIMER

Please read carefully before signing

I certify that the information provided by me in this application is true, correct and complete and acknowledge that the facts are subject to verification by Reeves Young. I understand that this is simply an application for employment and does not imply I will be employed. Should any statements by me to Reeves Young either in my application or after employed (if employed) be found to be false or misleading in any way, then Reeves Young may refuse to hire or, if hired, terminate my employment.

In order to verify the information that I have presented in this application, I authorize my former employer, school, persons, and other organizations referenced in this application to provide Reeves Young with any and all information concerning my subjects covered by this application, and I hereby release such parties from all liability from any damages which may result for furnishing such information. **If requested, I will authorize Reeves Young, and their authorized agents to perform a pre-hire investigation check and to pull a credit report on me.** Additionally, I authorize Reeves Young to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency or other party, with a legal and proper interest.

If employed, I agree to conform to all rules and policies as set forth by Reeves Young.

I understand that if I am hired, the length of my employment is not guaranteed. Recognizing that I will be free to voluntarily terminate my employment at any time, with or without cause, I acknowledge that my employment and compensation can be modified or terminated with or without cause, and with or without notice, at any time and that I will be an at-will employee.

I acknowledge that I have read all of the above statements and that I understand them.

Applicant's signature

Date

This application is active for 90 days, beginning:

Date

Special Employment Notice to Disabled Veterans, Vietnam Era Veterans, and Individuals with Physical or Mental Disabilities

Government contractors are subject to 38 USC 2012 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities in all areas of employment.

If you are a disabled veteran, or have a physical or mental disability, you are invited to volunteer this information. This information will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect your consideration for employment.

If you wish to be identified, please sign below.

Individual with a disability Disabled Veteran

Applicant's signature

Date

FOR OFFICE USE ONLY	
Position(s) Applied for:	
Referral Source:	
<input type="checkbox"/>	Advertisement
<input type="checkbox"/>	Employee
<input type="checkbox"/>	School/Apprenticeship
<input type="checkbox"/>	Other _____