Employment Application

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

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| --- | --- | --- | --- |
| Phone: |  | Email |  |

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| --- | --- | --- | --- | --- | --- |
| Date Available: |  | Social Security No.: |  | Desired Salary: | $ |

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| --- | --- |
| Position Applied For: |  |

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| 1. Do you have a High School Diploma or GED? | | YES | NO | Are you over the age of 18? | YES | | NO |
|  | |  |  |  |  | |  |
| 1. Are you currently authorized to work in the US? | | YES | NO | If no, are you authorized to work in the U.S.? | YES | | NO |
|  | |  |  |  |  | |  |
| 1. Are you currently in default on any student loans | | YES | NO | Do you have any objections to working overtime if necessary? | YES | | NO |
|  | |  |  |  |  | |  |
| 1. Type of employment desired | | Part Time | Full Time | Are you available for work on weekends? | YES | | NO |
|  | |  |  |  |  | |  |
| 1. Are you currently employed? | | YES | NO | If so may we contact your current employer? | YES | | NO |
|  | |  |  |  |  | |  |
| 1. Have you ever applied for a position at RevCrest, Inc.? | | YES | NO | Do you have any friends or relatives working for RevCrest, Inc.? | YES | | NO |
|  | |  |  |  |  | |  |
| 1. If hired are you able to meet the attendance requirements of this position? | | YES | NO | Best time to contact you: |  | | |
|  | |  |  |  |  |  | |
| 1. Are you able to perform the essential functions of the job with or without reasonable accommodation? | | | | | YES | | NO |
| * 1. If no, please describe the function(s) that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, skill and agility tests.) | | | | | | | |
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| --- | --- | --- | --- |
| 1. Have you ever worked for RevCrest? | YES | NO | 1. If yes, when?:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- | --- | --- | --- | --- | --- |
| 1. Have you ever been convicted of a felony? | | YES | | NO | 1. If yes, please explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |  | |  |  |
| 1. Have you ever been convicted of a Summary or Misdemeanor? | | YES | | NO | |  | | --- | | 1. If yes, please explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | |
|  | |  | |  |  |
| 1. If you have been convicted of a Summary, Misdemeanor or Felony, please state the nature of the crime(s), when, where and disposition of the case. No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances and the relevance of the offense to the positions(s) applied for may however be considered. | | | | | |
| * 1. If yes, please explain: | | |  | | |
|  | | | | |  |
| 1. Please list all languages that you are fluent in:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | | | | |  |
| 1. Please list your referral name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | 1. Please list referral source:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | | | | |

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| High School: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Diploma: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| College: |  | Address: |  |
|  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Degree: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Degree: |  |

## References

Please list three professional references.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: | | |  | Relationship: |  |
| Company: | | |  | Phone: |  |
| Address: | | |  | | |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
| Full Name: | | |  | Relationship: |  |
| Company: | | |  | Phone: |  |
| Address: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
|  |  | | |  |  |
|  |  | | |  |  |
| Full Name: |  | | | Relationship: |  |
| Company: |  | | | Phone: |  |
| Address: |  | | | | |

## Current and Previous Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | | Current Employer? | | | | Yes | | No |
| Reason for Leaving? | | |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | Yes | | | No |
|  | | | | | |  |  |  | | | |
|  | | | |  | | | |  | |  | |
| Company: | | | |  | | | | Phone: | |  | |
| Address: |  | | | | | | | Supervisor: | |  | |

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| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

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| --- | --- |
| Responsibilities: |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: | |  | To: |  | Current Employer? | | | | | Yes | | No |
| Reason for Leaving? | | | |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | Yes | | | | No |
|  | | | | | |  |  | |  | | | |
|  |  | | | | | | | |  | |  | |
| Company: |  | | | | | | | | Phone: | |  | |
| Address: |  | | | | | | | | Supervisor: | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Current Employer? | | Yes | No |
| Reason for Leaving? | | |  | | | | |
| May we contact your previous supervisor for a reference? | | | | | Yes | | No |

## Disclaimer and Signature

All employment opportunities posted online with RevCrest, Inc. are “at will” employment positions.  The term “at will” employment means that both you (the applicant) and RevCrest, Inc. have the right to terminate employment at any time without prior notice.  Any application submitted for consideration does not create an agreement or contract for employment nor any specified duration.  No supervisor at RevCrest, Inc. is authorized to make any assurance of employment.  No implied, verbal, electronic, or written agreements are made with RevCrest, Inc. unless in writing and signed by an officer (such as the president) of RevCrest, Inc.

If selected to continue the application process, you may be required to submit to a urinalysis drug test, criminal background check, credit or driving history check, before or at the time you receive an offer of employment.  Your acceptance of an employment opportunity is contingent on the results of drug test, background check, not being in default or delinquent on any student loans, legal authority to work in the United States and your acceptance of the RevCrest, Inc. policy and safety manual.  Upon employment, you will be required to consent to additional background checks for security clearance or other investigations as reasonable and customary for the position.

I hereby authorize RevCrest, Inc. to thoroughly investigate my criminal background, credit and driving history check, references, work record, education and other matters related to my suitability for employment and further authorize the references I have listed to disclose to the Company any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure.  I also understand that a Federal and/or criminal history background investigation, including fingerprinting may be conducted.  In addition, I hereby release the Company, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment) be conducted by internal personnel employed by the company or external agency hired by the company, I understand that, I am entitled to copies of any such public records obtained by the company. Results of my background check will be available per Federal, State, and Local law requirements.

I hereby certify that I have not withheld any information that might adversely affect my chances for employment and that the answers given herein are true and correct. I further certify that I, the undersigned applicant, have personally completed this application.  I understand that any omission or misstatement of material fact on this application, or on any document used to secure employment, or during the interview(s) shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

RevCrest, Inc. is committed to maintaining an environment of equal opportunity.  RevCrest, Inc. seeks applicants without regard to race, color, religion, gender, national origin, age, disability or status as a disabled veteran or veteran of the Vietnam Era.  RevCrest, Inc. complies with state and federal nondiscrimination laws and urges employees to use and value both traditional and diverse experiences in business and workplace communications, problem solving and skill development.

I have read and fully understand the foregoing and I seek employment under these conditions. I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

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| --- | --- | --- | --- |
| Signature: |  | Date: |  |