



EMPLOYMENT APPLICATION

I. Personal Information

Full Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Social Security Number: _____

Driver's License Number: _____

Email Address: _____

Emergency Contact Name: _____

Emergency Contact Phone Number: _____

- If hire, can you provide proof that you are legally able to work in the United States?

Yes ___ No ___

- How were you referred to us?

Advertisement ___ Referral ___ Employment Agency ___ Walk-In ___ Other ___

List any relatives or friends employed by Reliable Roofing Systems Inc:

II. Employment

- Position Desired: _____
- Salary Desired: _____
- What days and hours are you available to work?

- Are you available to work overtime or weekends if necessary? Yes ____ No ____
- Are you over 18 years of age? Yes ____ No ____
- When are you available to being work _____

III. Skills

- Are you able to operate a personal computer? Yes ____ No ____
- If yes, what types of computer software do you have proficiency in?

- List any other office machines you can operate:

- What knowledge, special skills and/or individual capabilities do you have which especially prepare you for the position applied for?

IV. Education

- High School o Trade School
Name & City of School: _____
Number of Years Completed: _____
Did you graduate? Yes ____ No ____
- College or University
Name & City of School: _____
Number of Years Completed: _____
Did you graduate? Yes ____ No ____
Degree(s) or Diploma(s): _____
Major field(s) of Study: _____

V. Employment History

Please account for all employment within the last seven (7) years, beginning with your current or most recent employer.

- Positions Held

Company Name: _____

Company Address: _____

Company Telephone Number: (____) _____

Dates Employed: From ____ To ____

Salary: _____ Job Title: _____

Hours and Days Worked: _____

Supervisor: _____ Is this your current employer? Yes ____ No ____

May we contact the employer? Yes ____ No ____

Specific Job Duties: _____

Reason for Leaving: _____

- Positions Held

Company Name: _____

Company Address: _____

Company Telephone Number: (____) _____

Dates Employed: From ____ To ____

Salary: _____ Job Title: _____

Hours and Days Worked: _____

Supervisor: _____ Is this your current employer? Yes ____ No ____

May we contact the employer? Yes ____ No ____

Specific Job Duties: _____

Reason for Leaving: _____

- Positions Held

Company Name: _____

Company Address: _____

Company Telephone Number: (____) _____

Dates Employed: From ____ To ____

Salary: _____ Job Title: _____

Hours and Days Worked: _____

Supervisor: _____ Is this your current employer? Yes ____ No ____

May we contact the employer? Yes ____ No ____

Specific Job Duties: _____

Reason for Leaving: _____

- Positions Held

Company Name: _____

Company Address: _____

Company Telephone Number: (____) _____

Dates Employed: From ____ To ____

Salary: _____ Job Title: _____

Hours and Days Worked: _____

Supervisor: _____ Is this your current employer? Yes ____ No ____

May we contact the employer? Yes ____ No ____

Specific Job Duties: _____

Reason for Leaving: _____

VI. Military Service

- Have you obtained any special skills or abilities as the result of services in the military?

Yes _____ No _____

If yes, please describe: _____

VII. Personal References

Please list at least two (2) persons NOT related to you who have known you for at least five (5) years.

- Name of Reference 1: _____
Address: _____
Telephone Number: (____) _____
- Name of Reference 2: _____
Address: _____
Telephone Number: (____) _____

APPLICANT'S STATEMENT

(Initial each numbered item as read)

1. ____ The information that I have provided on this application is accurate to the best of my knowledge and may ne verified by Reliable Roofing Systems Inc. or its agents.
2. ____ I authorize all the schools, persons, and organizations named in this application to provide any relevant information in their possession or knowledge to the agents of Reliable Roofing Systems Inc., for use in deciding whether or not to offer me employment and specifically waive any required written notifications. I hereby release Reliable Roofing Systems Inc., my former employers and all other persons from any and all claims, demands, or liabilities arising out of or in any way related to such inquiry or disclosure.
3. ____ I understand that Reliable Roofing Systems Inc. is committed to maintaining a drug and alcohol free work place. Accordingly, I may be subject to a pre-employment blood test, urinalysis or other drug/alcohol screening. I further understand that if employed, I may be subject to a such drug and alcohol screening if the Reliable Roofing Systems Inc. has reasonable suspicion to believe that I am under the influence of a drug or alcohol. My consent to submit to such a test is required as a condition of employment and my refusal to consent shall result in a refusal to hire or, if already employed, termination.
4. ____ I understand and agree that any misrepresentation or omission of facts in this application will be justification for refusal or termination of employment, regardless of the time elapsed before discovery.
5. ____ I understand and agree that the employment for which I am applying for is at-will and such employment may be terminated at any time with or without cause, without prior notice, by either myself or Reliable Roofing Systems Inc. There will be no agreement, express or implied between Reliable Roofing Systems Inc. and me for any specific period of employment, nor for continuing or long-term employment, unless made in writing, signed by an authorized representative of Reliable Roofing Systems Inc.
6. ____ I have placed my signature in the space provided below only after I have completed the entire application to the best of my ability and have carefully read the statements above.

Applicants Name: _____

Applicants Signature: _____

Date: _____