

# SCOTT & RITTER, INC.

AN EQUAL OPPORTUNITY EMPLOYER  
APPLICATION FOR EMPLOYMENT

DATE: \_\_\_\_\_  
MM/DD/YYYY

<b>PERSONAL INFORMATION</b>			
NAME	LAST	FIRST	MIDDLE
ADDRESS	STREET	CITY	STATE ZIP
PHONE	HOME	CELL	
REFERRED BY	HOW DID YOU HEAR ABOUT SCOTT & RITTER?		
ARE YOU 18 YEARS OF AGE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> ADVERTISEMENT <input type="checkbox"/> FACEBOOK POST <input type="checkbox"/> FRIEND/FAMILY <input type="checkbox"/> OTHER-PLEASE SPECIFY _____	
ARE YOU LEGALLY ELIGIBLE FOR PERMANENT EMPLOYMENT IN THE UNITED STATES?	<input type="checkbox"/> YES <input type="checkbox"/> NO		

<b>POSITION(S) DESIRED</b>		
POSITION APPLYING FOR: _____	DATE YOU CAN START: _____ MM/DD/YYYY	DESIRED SALARY: _____
ARE YOU CURRENTLY EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
HAVE YOU EVER APPLIED WITH THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, WHEN? _____ MM/DD/YYYY	

<b>GENERAL</b>	
DO YOU HAVE A CDL? <input type="checkbox"/> YES <input type="checkbox"/> NO	CLASS: _____ ENDORSEMENTS: _____
DO YOU HAVE A VALID DRIVER'S LICENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
ARE YOU WILLING TO WORK OUT OF TOWN? <input type="checkbox"/> YES <input type="checkbox"/> NO	

EDUCATION	NAME AND LOCATION OF SCHOOL	DID YOU EARN A DIPLOMA OR EQUIVALENT?	SUBJECTS STUDIED
HIGH SCHOOL	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	_____		
COLLEGE	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	_____		
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	_____		

**SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK:**

(CONTINUED ON REVERSE SIDE)

<b>EMPLOYMENT HISTORY</b> (LIST YOUR LAST FOUR EMPLOYERS, STARTING WITH THE MOST RECENT. INCLUDE SUPERVISOR'S NAME AND PHONE NUMBER)				
DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SUPERVISOR NAME AND PHONE NUMBER	POSITION	REASON FOR LEAVING
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				

<b>PROFESSIONAL REFERENCES</b> (LIST THREE PERSONS THAT YOU HAVE WORKED WITH)				
NAME	ADDRESS	BUSINESS	PHONE NUMBER	YEARS KNOWN

**AUTHORIZATION AND RELEASE**

THE INFORMATION PROVIDED IN THIS APPLICATION FOR EMPLOYMENT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF INFORMATION ON THIS APPLICATION WILL DISQUALIFY ME AS A CANDIDATE FOR EMPLOYMENT. I ALSO UNDERSTAND THAT IF ANY MISREPRESENTATION OR OMISSION IS DISCOVERED AFTER I HAVE BECOME AN EMPLOYEE OF SCOTT & RITTER, INC., I WILL BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING DISCHARGE FROM EMPLOYMENT.

I AUTHORIZE SCOTT & RITTER, INC OR ITS DESIGNEE TO CONDUCT WHATEVER BACKGROUND CHECK, REFERENCE CHECK, OR VERIFICATION OF APPLICATION INFORMATION IT DEEMS NECESSARY BASED ON THE INFORMATION CONTAINED IN THIS APPLICATION; AND I RELEASE ALL PARTIES FROM ANY POSSIBLE DAMAGES, LIABILITY, AND LEGAL CLAIMS RESULTING FROM DISCLOSING SUCH INFORMATION, WITH OR WITHOUT PRIOR WRITTEN NOTICE FROM ME.

I UNDERSTAND THAT SCOTT & RITTER, INC. REQUIRES THE SUCCESSFUL COMPLETION OF A URINALYSIS FOR DRUG TESTING PURPOSES AND/OR A BLOOD ALCOHOL TEST AS A CONDITION OF EMPLOYMENT. I UNDERSTAND THAT THE COMPANY REQUIRES THE SUCCESSFUL COMPLETION OF A PHYSICAL EXAMINATION AS A CONDITION OF EMPLOYMENT. BY SUBMITTING THIS APPLICATION FOR EMPLOYMENT, I HEREBY CONSENT TO EITHER OR ALL OF SAID TESTS, AT THE COMPANY'S DISCRETION.

FURTHER, I UNDERSTAND THAT IF I BECOME AN EMPLOYEE OF SCOTT & RITTER, INC., MY EMPLOYMENT WILL BE "AT WILL" AND CAN BE TERMINATED AT ANY TIME BY EITHER MYSELF OR SCOTT & RITTER, INC. FOR ANY REASON OR FOR NO REASON AT ALL. I UNDERSTAND THAT THIS APPLICATION FOR EMPLOYMENT DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT OF ANY KIND.

**I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE STATEMENTS AND FULLY UNDERSTAND THEM.**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_