

SCOTT & RITTER, INC.

AN EQUAL OPPORTUNITY EMPLOYER
APPLICATION FOR EMPLOYMENT

DATE: _____
MM/DD/YYYY

PERSONAL INFORMATION

NAME _____
LAST FIRST MIDDLE

ADDRESS _____
STREET CITY STATE ZIP

PHONE _____
HOME CELL

REFERRED BY _____ HOW DID YOU HEAR ABOUT SCOTT & RITTER?
 ADVERTISEMENT
 SOCIAL MEDIA POST
 FRIEND/FAMILY
 OTHER-PLEASE SPECIFY _____

ARE YOU AT LEAST 18 YEARS OF AGE? YES NO

ARE YOU LEGALLY ELIGIBLE FOR PERMANENT EMPLOYMENT IN THE UNITED STATES? YES NO

POSITION(S) DESIRED

POSITION APPLYING FOR: _____ DATE YOU CAN START: _____ DESIRED SALARY: _____
MM/DD/YYYY

ARE YOU CURRENTLY EMPLOYED? YES NO IF SO, MAY WE CONTACT YOUR CURRENT EMPLOYER? YES NO

HAVE YOU EVER APPLIED WITH THIS COMPANY BEFORE? YES NO IF SO, WHEN? _____
MM/DD/YYYY

GENERAL

DO YOU HAVE A CDL? YES NO CLASS: _____ ENDORSEMENTS: _____

DO YOU HAVE A VALID DRIVER'S LICENSE? YES NO

ARE YOU WILLING TO WORK OUT OF TOWN? YES NO

HAVE YOU RECEIVED OSHA-10 CERTIFICATION? YES NO
 HAVE YOU RECEIVED OSHA-30 CERTIFICATION? YES NO CERTIFICATION DATE: _____

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)

EMPLOYMENT HISTORY (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:				

PROFESSIONAL REFERENCES (LIST THREE PERSONS THAT YOU HAVE WORKED WITH THAT CAN VERIFY YOUR WORK EXPERIENCE)				
NAME	ADDRESS	BUSINESS	PHONE NUMBER	YEARS KNOWN

PLEASE INCLUDE ANY OTHER INFORMATION CONCERNING YOUR PERTINENT WORK EXPERIENCE:

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, AND 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. 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 MIGHT REQUIRE 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** _____

This document is the work product of Scott & Ritter, Inc. and is not to be used by any other party without specific written authorization.