

# R.C. Moore, Inc.

## Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Date \_\_\_\_\_

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ Social Security # \_\_\_\_\_

Position applied for \_\_\_\_\_

How did you hear of this opening?  Walk-In  Advertisement  Web Site  Referral  
 Other \_\_\_\_\_

When can you start? \_\_\_\_\_ Desired Wage \$ \_\_\_\_\_

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis?  
(*Proof of identity and eligibility will be required upon employment.*)  Yes  No

Are you looking for full-time employment?  Yes  No

If no, what hours are you available? \_\_\_\_\_

Are you willing to work swing shift?  Yes  No

Are you willing to work graveyard?  Yes  No

Are you over the age of 18 years?  Yes  No

Are you a veteran of the U.S. Military Service?  Yes  No

Are you able to perform the essential functions of the position for which you are applying? (*If there are any questions about these functions, please ask the interviewer prior to answering this question.*)

Yes  No

If No, please explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

R.C. MOORE EMPLOYMENT APPLICATION

Have you ever been discharged or asked to resign from a job?  Yes  No  
If Yes, please explain.

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Have you ever been convicted of a felony? (This will not necessarily affect your application.)  
 Yes  No

If yes, please describe conditions. \_\_\_\_\_

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**Education**

	School Name and Location	# Years	Major	Degree
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
College	_____	_____	_____	_____
Post-College	_____	_____	_____	_____
Other Training	_____	_____	_____	_____

In addition to your work history, are there other skills, qualifications, training or experience that we should consider?  Yes  No

If yes, please describe. \_\_\_\_\_

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**Employment History: Start with most recent employer. Include military assignments and other volunteer activities. Exclude organizational names which indicate race, color, religion, sex or national origin. If available, attach resume.**

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact?  Yes  No

Responsibilities \_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact?  Yes  No

Responsibilities \_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact?  Yes  No

Responsibilities \_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Company Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact?  Yes  No

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Attach additional information if necessary.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. I further understand that this application is not intended to be a contract of employment.

R.C. Moore, Inc. (RCM) is hereby authorized to make any investigations of my prior educational and employment history. If the position for which I am applying also requires motor vehicle and criminal background checks, I also authorize this company to conduct investigations into these histories.

RCM may obtain one or more consumer or credit reports about you from credit reporting agencies for employment purposes. These reports may impact our decision to hire you or promote, reassign or retain you. To request such a report from a credit reporting agency, we require your express, written authorization. By signing at the end of this document, you acknowledge that you received this notice and that you authorize RCM to request consumer or credit reports about you from credit report agencies.

I understand that employment at RCM is “at will,” which means that either I or RCM can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of this company, other than the president, has any authority to alter the foregoing.

Signature \_\_\_\_\_ Date \_\_\_\_\_