



Employment Application

Position applying for: _____ Pay Desired: _____

Identifying Information

Please read all instructions carefully. All pages of this application must be completed, and the application signed. If you need additional space, please attach another sheet. Applicants may be required to complete additional components of the Employment Application.

Date: _____ Phone Number: _____ Cell _____ Home _____

Name: Last: _____ First: _____ MI: _____

Current Mailing: (Street) _____ Apt: _____ County: _____

(City) _____ (ST) _____ (Zip) _____ Email: _____

Permanent Address (If different from above) _____

List any other names by which you have been known (including nicknames):

Some positions require the successful candidate to have a valid driver's license.

- Do you have a valid drivers license? Yes No

Have you ever worked for Reichel Insulation? Yes No If yes, when? _____

All candidates must be eligible for employment in the United States and maintain this eligibility throughout their employment with Reichel Insulation. Employment is contingent upon the provision of proof of the right to accept employment in the United States.

- Are you legally authorized to work in the United States? Yes No

Are you at least 18 years of age? Yes No

Education

School	Name/Location	Diploma, Degree or Certificate Received	Courses of Study (Major/Minor)
High School			
Equivalency Program	Issued by:	Number:	
Vocational or Technical Schools			
Colleges or Universities			
Other Training			

Employment & Experience

Please list periods of employment beginning with the most recent. You must include all concurrent employment. Resumes will not be accepted in lieu of completing this Section. If you need extra space please attach additional sheets.

Name of Present or Last Employer: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ From: _____ To: _____
Responsibilities: _____
Reason for Leaving: _____
May we contact them? Yes No Contact Name: _____ Phone #: _____

Previous Employer: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ From: _____ To: _____
Responsibilities: _____
Reason for Leaving: _____
May we contact them? Yes No Contact Name: _____ Phone #: _____

Previous Employer: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ From: _____ To: _____
Responsibilities: _____
Reason for Leaving: _____
May we contact them? Yes No Contact Name: _____ Phone #: _____

Applicant Affirmation & Release Authorization

I certify that the above information is true and correct and give authorization for investigation of all statements and information contained in this application, my resume, or other documents or verbally obtained during an employment interview. I voluntarily consent to allow Reichel Insulation or any of their representatives or agents to check my references by contacting any persons, company or governmental entity they deem to be an appropriate reference. I understand the reference questions may pertain to my personal or educational background, work experience, character and behavior. I understand my employment is subject to satisfactory verification of this information and agree that deliberate falsification of this document or significant omissions shall be grounds for employment consideration disqualification or dismissal from employment, if discovered at a later date.

I pledge, if hired, to comply with the guidelines of conduct and company policies and procedures of Reichel Insulation. I also realize that company policies, procedures, practices or statements made during an interview or employment do not create an employment contract by implication or otherwise. I further understand and agree that my employment is for no definite period of time and may, regardless of time and manner be terminated by the company or myself with or without cause or previous notice.

Signature: _____ Date: _____

This application does not constitute an employment contract for a term of employment and may be revised or discarded at the employer's discretion. Personal Privacy: The information you are providing on this application is being requested for the principal purpose of determining eligibility for initial and continued employment. The information may also be used in administering employee benefit programs. Failure to provide the requested information may hinder your possible hiring and subsequent administration of your employee benefits.