

REHABILITATION INDUSTRIES OF NORTHEAST GEORGIA

APPLICATION FOR EMPLOYMENT

(please print)

Position Applied For Date of Application

How Did You Learn About Us?

___ Advertisement ___ Friend ___ Walk-In
___ Employment Agency ___ Relative ___ Other _____

Last Name First Name Middle Name

Address Street City State Zip Code

Email Address

Home Telephone Number _____

Cell Telephone Number _____

If you are under 18 years of age, can you provide required proof of _____ Yes ___ No your
eligibility to work? **(You must be at least 25 years of age to hold a van driver position)**

Have you ever filed an application with us before? _____ Yes ___ No
(If yes, please give date)

Are you currently employed _____ Yes ___ No
May we contact your present employer? _____ Yes ___ No

Are you legally eligible for employment in the U.S. _____ Yes ___ No
(Proof of citizenship or immigration status will be required upon employment)

On what date would you be available for work? _____

Are you available to work: ___ Full Time ___ Part Time ___ Temporary

Are you currently on "lay-off" status and subject to recall?

Can you travel offsite if a job requires it? _____ Yes ___ No

Have you been convicted of a felony within the last 7 years? _____ Yes ___ No
(Conviction will not necessarily disqualify an applicant from employment)

If yes, please explain _____

****WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, CREED, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL OR VETERAN STATUS, OR ANY OTHER LEGALLY PROTECTED STATUS.**

EDUCATION

High School Attended: _____ Graduate _____
(Years Completed) _____
College Attended: _____ Diploma/Degree _____
(Years Completed) _____

Describe any specialized training, apprenticeship, skills and extra-curricular activities

State any additional information you feel may be helpful to us in considering your application:

Indicate any foreign languages you can speak, read and/or write:

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List any professional, trade, business or civic activities and offices held:
You may exclude memberships, which would reveal sex, race, religion, national origin, age, ancestry, disabilities, or other protected status:

- 1) _____
- 2) _____

REFERENCES

Give name, address, and telephone number of three references who are not related to you and are not previous employers:

- 1) _____
- 2) _____
- 3) _____

THIS SECTION OF INFORMATION SUBMITTED STRICTLY ON A VOLUNTARY BASIS BY APPLICANT:

Are there any work-related duties that would endanger or aggravate a known health problem you may have? ____ Yes ____ No If yes, please list: _____

Signature of Applicant

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities.

Employer	Dates Employed	Work Performed
Address	From: To:	
City/State		
Telephone No.	Hourly Rate/Salary	
Job Title	Starting: Final:	
Reason for Leaving		
Employer	Dates Employed	Work Performed
Address	From: To:	
City/State		
Telephone No.	Hourly Rate/Salary Starting: Final:	
Reason for Leaving		
Employer	Dates Employed	Work Performed
Address	From: To:	
City/State		
Telephone No.	Hourly Rate/Salary Starting: Final:	
Reason for Leaving		
Employer	Dates Employed	Work Performed
Address	From: To:	
City/State		
Telephone No.	Hourly Rate/Salary Starting: Final:	
Reason for Leaving		

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "*at will*" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "*at will*" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/Salary _____

By: _____ Date _____

Name and Title

NOTES _____
