



APPLICATION FOR EMPLOYMENT

Reading Rock, Inc. fully subscribes to the principles of Equal Employment Opportunity. It is our policy to comply with all laws and acts prohibiting discrimination. Prospective employees will receive consideration without discrimination because of race, religion, color, sex, age, national origin, handicap or veteran status.

Reading Rock, Inc. is committed to maintaining a drug-free workplace. For that reason, it is our Company policy to make all offers of employment expressly conditioned upon passing a drug/alcohol screening test. Therefore, if you are offered a job and either do not pass the drug/alcohol screening test or refuse to take the test, the offer of employment will be withdrawn.

GENERAL INFORMATION

PLEASE PRINT

First Name	Middle	Last	Date	SSN
Present Address			City	State Zip
Home Telephone Number			Alternate Phone Number	
Position For Which You Are Applying			Compensation Desired	
Have you ever been employed by Reading Rock? Yes No If yes, indicate Company Location and dates.				
Have any of your relatives been employed by Reading Rock? Yes No If yes, give name, Company Location and dates.				
If hired, can you furnish proof that you are eligible to work in the United States? Yes No If no, please explain.				
Have you been convicted of a crime in the last 10 years? Yes No If yes, please explain. (A yes answer will not automatically disqualify you. We will examine the nature of the crime, the date committed, and the relation of the crime to the job for which you are applying.)				
Are you at least 18 years of age? Yes No If no, can you furnish a work permit? Yes No				
Are you applying as a result of: Ad Referral Agency School/College Other, please list If Referral or Agency, give name:				
When will you be available to begin work?				
If there is the possibility that you will have to drive a motor vehicle for employment, do you have a valid driver's license? Yes No				
If you may have to drive as a part of your employment, have you ever been denied a driver's license or have you been convicted of a traffic offense which involved a moving violation (including, but not limited to, driving while under the influence of alcohol or drugs, speeding, or reckless driving)? Yes No If yes, please explain _____ _____				

2	Company Name	Telephone ()
	Address	Dates Employed (month and year) From To
	Name of Supervisor	Compensation Start Last \$ \$ per hour, week, month, year (circle one)
	Starting Position Title:	Reason for Leaving
	Ending Position Title:	
	Describe your current/most recent duties _____	

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	Describe your current/most recent duties _____	

Reading Rock may contact the employers listed above unless you indicate those you DO NOT want us to contact.

Employer Name(s)	When can we contact?
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Which of your previous employers (even those not listed) have you been dismissed from or forced to resign?				
Except for holidays, vacations, and FMLA leave, how many days did you miss work in the last 12 months? circle one				
0-5 days	6-10 days	11-15 days	16-20 days	20+ days

MILITARY

Did you serve in the U. S. Armed Forces? Yes No	If yes, in what Branch?	Rank at Discharge?
Describe any training received relevant to the position for which you are applying. _____ _____		

REFERENCES

Include only those individuals familiar with your work ability. Do not include relatives.

Name	Address	Telephone	Years Known/Relationship
		()	
		()	
		()	

Please relate in a few sentences why you are interested in obtaining the position for which you are applying, and what you feel are the greatest attributes you can bring to this position.

Additional Comments

SIGNATURE

Please read carefully

By placing my signature below, I understand and agree that as a part of the procedure of processing this Application, Reading Rock may test my proficiency in job-related skills, and test for the presence of drugs in my body. In addition, after an offer of contingent employment, I will submit to be examined by a medical professional designated and paid for by Reading Rock. I understand and agree that as part of the procedure for processing this Application, Reading Rock may investigate all facts and statements presented herein. This inquiry may include information as to my character, general reputation, and work habits, which may be applicable. My signature below releases from liability all persons and/or organizations supplying or collecting such information. I hereby authorize a representative of Reading Rock to inquire as to my record with any and all of my current and former employers except as noted above. I further understand and agree that any false statements and/or omission of material facts made by me on this Application or any supplement thereto will be grounds, if hired, for immediate dismissal. I understand and agree that, if employed by Reading Rock, my employment can be terminated, with or without cause, and with or without notice, at any time.

Applicant's Signature

Date