

Employment Application

An Equal Opportunity Employer

Resource Management Service, LLC ("RMS") is an equal employment opportunity employer. RMS does not discriminate against otherwise qualified applicants on the basis of race, color, religion, gender, national origin, citizenship status, ancestry, age, sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military status.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Position Applied for: _____

Date Available: _____ Desired Salary: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Current/Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Current Salary: \$ _____ Current Bonus: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Applicant's Certification and Agreement

Please Read Carefully Before Signing:

I hereby certify that the facts set forth in the above application are true and complete to the best of my knowledge and authorize Resource Management Service, LLC ("RMS") to verify their accuracy and to obtain reference information on my work performance. I hereby release RMS from any/all liability of whatever kind and nature, which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules, and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either the Employer or I may terminate my employment at any time with or without notice or cause.

Applicant

Signature: _____

Date: _____