



REINVENTING YOUR CITY

APPLICATION FOR EMPLOYMENT

RMA is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Those applicants requiring reasonable accommodation to the application and/or interview process should notify one of the Principals.

Position Applied For: _____ Date of Application _____

Name _____

Address (inc. apt #) _____

Home Tel# () _____ - _____ Cellular Tel# () _____ - _____

E-mail _____ Referral Source _____

If you are under 18 years of age, can you furnish a work permit? ____ Yes ____ No

Have you ever applied to or worked for RMA? ____ If **yes**, give dates and position _____

Are you a U.S. citizen or authorized to work in the United States? ____ YES ____ NO. *Proof of eligibility will be required if hired.*

Date available for work _____ Desired salary range \$ _____

Employment desired: Full-Time _____ Part-Time _____ Temporary _____

Answering "yes" to the following question does not constitute an automatic bar to employment. The date, nature, severity, and job-relatedness of the offense, in relation to the position for which you are applying are considered.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? ____ Yes ____ No

If **yes**, please provide date(s) and details _____

EMPLOYMENT HISTORY

Provide the following information beginning with your current or most recent employer.

Employer	Telephone #	Dates Employed (mo/yr) ____/____ to ____/____
Address	City	State
Reason for Leaving	Salary: Starting / Ending & _____ / \$ _____	May we contact for a reference: ____ Yes ____ No ____ Later
Starting Job title/Final Job Title	Summarize responsibilities	

Employer	Telephone #	Dates Employed (mo/yr) ____/____ to ____/____
Address	City	State
Reason for Leaving	Salary: Starting / Ending & _____ / \$ _____	May we contact for a reference: ____ Yes ____ No ____ Later
Starting Job title/Final Job Title	Summarize responsibilities	

Employer	Telephone #	Dates Employed (mo/yr) ____/____ to ____/____
Address	City	State
Supervisor Name/Title	Reason for Leaving	Salary: Starting / Ending & _____/\$_____
Starting Job title/Final Job Title	Summarize responsibilities	
May we contact for a reference: ____ Yes ____ No ____ Later		

SKILLS AND QUALIFICATIONS

List any special training, skills, licenses and/ or certification that are pertinent to the position for which you are applying.

EDUCATIONAL BACKGROUND

Starting with your most recent school attended, provide the following information.

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (CITY/STATE)	# OF YRS COMPLETED	DEGREE	MAJOR/MINOR
HIGH SCHOOL				Y ____ N ____	
COLLEGE/UNIVERSITY				Y ____ N ____	
BUSINESS/TRADE/ PROFESSIONAL SCHOOL				Y ____ N ____	

REFERENCES

List name and telephone number of three **business/ work references** that are *not* related to you.

NAME	TITLE	RELATIONSHIP TO YOU	TELEPHONE NO.	YRS. KNOWN

RMA IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, RMA OR YOU MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional) employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. If I wish to be considered for employment after that time, I must reapply.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Principals of the company.

I understand that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Application Statement.

Signature of Applicant _____ Date _____