



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date: _____

Name _____
Last First Middle

Present Address _____
Street City State Zip Code

Permanent Address _____
Street City State Zip Code

Telephone #: () _____ Cell Phone: () _____

E-mail Address: _____

EMPLOYMENT DESIRED

Position: _____ Store Location: _____

Date Available: _____ Desired Wage: _____

Full Time Part Time Specific Hours / Days Available: _____

Dates of any previous employment with Rack N Road:

From: _____ To: _____ Store Location: _____

Have you ever applied for a position at Rack N Road before? Yes / no

Position applied for: _____ Store Location: _____

Do you have any relatives who work for Rack N Road? Yes / no

If yes, name of person & relationship to you: _____

Do you possess a valid California Driver's License? Yes / no

California Driver's License number or State and license number if not CA _____

Has your driver's license ever been suspended or revoked? Yes / no

How did you first learn about this position? _____

Can you speak / write / understand any languages besides English? Yes / no

Language: _____ Speak Write Understand

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Can you, after offer of employment, submit verification of your legal right to work in the United States? Yes / no

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EDUCATION

(Include Trade/Business Correspondence School)

Circle Highest Grade Completed	Graduate?	Name of School & Location (City, State)	Major/Minor	Degree Earned
High School 9 10 11 12	yes / no			
College or University 1 2 3 4	yes / no			
Graduate School	yes / no			
Other Training	yes / no			

FORMER EMPLOYMENT

List your most recent employment first. Use additional paper if necessary.

May we contact this company for a reference?

Yes / no

Employer _____ Address _____ Phone _____

Immediate Supervisor & Title _____ Phone _____

Your Job Title _____ Dates Employed _____ to _____

Responsibilities _____

Reason for leaving _____ Salary _____

May we contact this company for a reference?

Yes / no

Employer _____ Address _____ Phone _____

Immediate Supervisor & Title _____ Phone _____

Your Job Title _____ Dates Employed _____ to _____

Responsibilities _____

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May we contact this company for a reference?

Yes / no

Employer _____ Address _____ Phone _____

Immediate Supervisor & Title _____ Phone _____

Your Job Title _____ Dates Employed _____ to _____

Responsibilities _____

Reason for leaving _____ Salary _____

STATEMENT OF CONDUCT

Applicant's Name: _____ Date: _____
(Print)

Have you ever been convicted of a felony whether or not you served a jail or prison sentence OR of any other crime for which you served a jail or prison sentence? (Omit references to convictions under Health and Safety Code sections 11357(a) or (b), 11360(c), 11364, 11365, or 11550 related to marijuana which occurred two or more years ago and any post-trial diversion program)

Yes / no

Are you currently awaiting trial for any criminal offense?
(Including reckless or drunk driving)

Yes / no

Have you ever initiated an act of violence in the workplace?

Yes / no

If you answer "No" incorrectly you will be deemed to have provided false information to Rack N Road and will no longer be considered for employment. You must disclose all convictions and all arrests for criminal offenses for which you are awaiting trial, including reckless and drunken driving convictions even if:

1. It happened a long time ago;
2. It was only a misdemeanor, but you served a jail or prison sentence;
3. You didn't have to go to court (your attorney went for you);
4. You had no jail time or the sentence was only a fine or probation;
5. You received a certificate of rehabilitation;
6. The conviction was later dismissed, set aside or the sentence was suspended.

A "Yes" answer will not necessarily disqualify you. Please explain any "Yes" answer so that individual circumstances can be considered. Use additional paper if necessary.

I understand and agree that if Rack N Road employs me, I will abide by its rules and regulations, including those set forth in the Rack N Road Employee Handbook as may be amended from time to time.

(Initial)

I understand my employment can be terminated, with or without cause and with or without notice, at any time at the option of Rack N Road or myself.

(Initial)

I hereby state that I have answered all questions truthfully on this application.

Applicant Signature _____ **Date** _____

Please Note: You should not rely upon a contingent offer of employment from Rack N Road or otherwise engage in any activity based upon a contingent offer of employment. Unless or until a final offer of employment is made, you should not take any action which could result in financial loss if a contingent offer is withdrawn, such as giving notice of intent to terminate current employment, selling real estate, or incurring any other costs associated with accepting employment with Rack N Road. _____ (Initial)

It is Rack N Road's policy to fill every position without regard to race, color, religion, creed, sex, marital status, age, national origin, ancestry, disability, medical condition, sexual orientation, or any other consideration made unlawful by applicable federal, state, or local laws. Rack N Road is an equal opportunity employer and selects employees on the basis of qualifications.

An Equal Opportunity Employer

Applicant Flow Data Form

A. REQUIRED INFORMATION

1. Name: _____
2. Date Application Submitted: _____
3. Position (s) Applied For: _____

B. VOLUNTARY INFORMATION

In order for Rack N Road to ensure equal employment and advancement opportunities to all applicants, including minorities, females, disabled individuals, disabled veterans, and Vietnam Era veterans or any other characteristic protected by state or federal laws, we request that you provide the following information. Submission of this information is voluntary; refusal to provide it will not subject you to any adverse treatment. As required by law, this information will be kept confidential, except to help determine necessary accommodations for applicants/employees and to inform first aid/safety personnel or government investigators.

1. Gender: _____ Male _____ Female

2. For EEO reporting purposes (Please check only one):

_____ White (Not of Hispanic origin) – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

_____ Black (Not of Hispanic origin) – All persons having origins in any of the Black racial groups of Africa.

_____ Hispanic - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

_____ Asian/Pacific Islander – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands; this area includes, for example, China, India, Japan, Korea, The Philippine Islands, and Samoa.

_____ American Indian or Alaskan Native – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

3. Other information (Check any item applicable to you):

_____ Disabled (Anyone having any physical or mental impairments which substantially limit one or more major life activities)

_____ Disabled Veteran (Veteran entitled to VA-administered disability compensation or discharged from active duty because of a service-connected disability)

_____ Vietnam Era Veteran (Anyone serving some active duty between August 5, 1964 and May 7, 1975)

4. If you checked disabled or disabled veteran, you may identify any accommodations FamiliesFirst might make that would better enable you to perform the essential functions of the job for which you applied:



Release for Reference Information

THREE PROFESSIONAL REFERENCES MUST BE OBTAINED.

Applicant Name _____ Date _____

I hereby grant permission for Rack N Road to contact the following employers or professional colleagues for the purpose of obtaining references regarding my past employment and/or suitability for the position of _____ with Rack N Road. I hereby grant permission to the employers listed here to release my past employment history to Rack N Road. I will hold Rack N Road and the employers listed below harmless from any claims arising from any reference information obtained from this source.

Signature: _____ Date: _____

Name of Reference: _____ Phone number: _____

Company Name and Address: _____

Relationship: _____

Name of Reference: _____ Phone number: _____

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Relationship: _____

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Company Name and Address: _____

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