

**Reddi Root'r of Wichita, Inc.**

*Application for Employment*

*Pre-Employment Questionnaire Equal Opportunity Employer*

Last Name		First	MI	Date
Street Address				Home Telephone
City, State, Zip				Business Telephone
How long have you live at this residence? If less than 3 years, please complete next section.				
Have you ever <b>applied for employment</b> with us? Yes No If Yes, when? where?				Social Security #
Position Desired		Salary <b>Desired</b>		Date you can start
Are you employed? Yes No		If so, may we inquire of your present <b>employer</b> ? Yes No		
Drivers License: State		Number	Type	Expiration

School	Name and Location of School	Subjects Studied	Years Attended	Did You Graduate
Elementary				
High School				
College				
Trade, Business or Correspondence School				

Have you ever been convicted of a felony? Yes No

Do you have more than three moving violations in the past three years? Yes No

Have you had a DUI within the last three years? Yes No

Would you be willing to take a pre-employment drug screen? Yes No

## Employment

Company Name	Telephone
Address	Employed From To
Name of Supervisor	Weekly pay Start Last
State Job Title and Describe your work.	Reason for Leaving

Company Name	Telephone
Address	Employed From To
Name of Supervisor	Weekly pay Start Last
State Job Title and Describe your work.	Reason for Leaving

Company Name	Telephone
Address	Employed From To
Name of Supervisor	Weekly pay Start Last
State Job Title and Describe your work.	Reason for Leaving

Subjects of Special Study/Research Work or Special Training/Skills

U.S. Military or Naval Service

Rank

<b>References</b>		Give the name of three persons not related to you whom you have known at least one year.	
<b>Name</b>	<b>Address</b>	<b>Occupation</b>	<b>Years Known</b>

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries of my personal, employment, financial or medical history and other related matters as may be necessary in arriving at an employment decision. (Generally, inquiries regarding medical history will be made only if and after a conditional offer of employment has been extended.) I hereby release employers, schools, health care providers and other persons from all liability in responding to inquiries and releasing information in connection with my application. In the event of employment, I understand that false or misleading information given in my application or interviews may result in discharge. I understand that I am required to abide by all rules and regulations of Reddi Root'r of Wichita, Inc.

I also understand that no representatives of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

Applicant Signature \_\_\_\_\_ Date

Interview Notes:

Interviewed by \_\_\_\_\_ Date

## PRE-EMPLOYMENT APPLICATION, AUTHORIZATION, RELEASE AND DECLARATION

NOTICE: At the time of the application, you are required to prove your identity by photo ID and when necessary, proof of your ability to accept a job in the United States and produce any documents issued by the INS.

I certify the facts contained in this application and any accompanying resume are true and complete to the best of my knowledge. I understand any false statement, omission, or misrepresentation on this application is sufficient cause for **refusal** to hire or dismissal if I have been hired, regardless of when any inconsistencies are discovered by the company.

I understand any employment is **conditioned on a background check**. I authorize this company to thoroughly investigate all statements contained in my application contained in my application or resume and I authorize my former employers and my references to disclose information regarding my former employment, character and my general reputation to the company or their investigative agents without giving me prior notice to such disclosure. I release and hold harm-less the company, their background investigators, my former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosures.

### FAIR CREDIT REPORTING ACT:

I understand a consumer report may be ordered for employment screening purposes. I hereby give my permission for such a report to be procured. I understand I am entitled to see a copy of this report and a copy of "Summary of Consumer Rights," before any adverse action is taken by this employer. I understand the information in this report will not be used in violation of any State or Federal Equal Opportunity Law or Regulation.

I understand nothing contained in this application, or conveyed during an interview, is intended to create an employment contract. I understand and agree if I am hired, my employment will be "at will," without fixed term and may be terminated at any time with or without cause and without prior notice at the option of myself or the company. No promises regarding employment have been made to me. I understand that no such promise or guarantee is binding on the company, unless in writing.

If I am offered **employment, I agree to submit to a medical exam and drug testing** before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the company and as permitted by law. I consent to such examinations and tests and I request that the examining doctor disclose to the company the results of the examination, which results must remain confidential and segregated from my personnel file. I understand my employment or continued employment to the extent permitted condition of my employment will be that I abide by the company's drug and alcohol policy. I understand that filling out this form does not indicate there is position open and does not obligate the company to hire me. I agree to abide by all company work rules, practices and procedure and agree to abide by provisions in the employee handbook if one is provided to me.

I acknowledge the company retains the right to revise its policies and procedures in part or in whole at any time.

Applicant \_\_\_\_\_

Date \_\_\_\_\_