

RIVER CITY COMMUNICATIONS CORPORATION APPLICATION FOR EMPLOYMENT

(PLEASE TYPE OR PRINT)

Personal Information:

Name: _____ Phone: () _____
Last First M.I.

Position Applying For: _____ Date of Application: _____

If you have no telephone, where can you be contacted? _____

Address: _____
Street Address Apartment # City State Zip Code

How were you referred to River City Communications?

Friend Advertisement Relative Walk-in Agency Other Employee
 Other _____

Social Security Number: _____ - _____ - _____

If you are under 18, can you furnish a work permit? Yes No

Can you provide proof, after you are hired, that you can legally work in the United States?
 (Proof of citizenship or immigration status will be required upon employment) Yes No

Are you employed now? Yes No

If Yes, may we contact your current employer? Yes No

If we may not contact your current employer and we make an employment offer, our offer will be conditional upon receiving satisfactory references from your previous employers.

If we were to offer you employment, on what date would you be available to begin work? _____

Please list any days or hours you would be unable to work: _____

Are you able to work overtime when required?	Yes	No
Are you able to work, nights, graveyard, and other shifts outside normal business hours?	Yes	No
Are you able to work "out of town" for extended periods?	Yes	No

Have you ever been convicted of a felony? Yes No

Have you ever been convicted of any crime or entered a plea of nolo contendere (no contest)? This item includes misdemeanors and felonies regardless of length of time that has lapsed since their occurrence. Minor traffic violations resulting in a fine of \$499 or less need not be disclosed. Convictions dismissed under Section 1203.4 of the Penal Code MUST be disclosed. Yes No

NOTE: A conviction does not necessarily disqualify you from employment, all factors involved will be considered.

References:

Please list four references, not related to you, that are not current or past employers.

Name	Address	Telephone Number

Education:

Did you graduate High School? __ Yes __ No

School Name: _____ City/State: _____

If you did not graduate High School, what was your last year completed? _____

NOTE: You may be asked to show your High School diploma or transcripts.

If, after High School, you attended any form of trade or vocational school please fill out the following:

Name of School	Course of Study	Years Completed

If, after High School, you attended a college or university, please fill out the following:

College or University	City/State	Major	Degree	Year(s)

Work History:

Have you ever been discharged or forced to resign from any employment situation? _____

If Yes, please explain: _____

Work History (cont.):

List your work experience, in its entirety, beginning with your present or most recent job. Show promotions as separate jobs. Be sure to include appropriate military experience. Put an (*) if the job gives you specific experience related to the position for which you are applying. If you need more space, please attach additional Work History sheets.

Employer:			Dates of Employment	
Job Title:			To:	From:
Address:			Phone:	
Choose One			Average Hours per week	Supervisor's Name & Title:
Full-time	Part-time	Temporary		Reason for Leaving:
Hourly Rate/Salary			Describe your job duties and responsibilities:	
Start	End			

Employer:			Dates of Employment	
Job Title:			To:	From:
Address:			Phone:	
Choose One			Average Hours per week	Supervisor's Name & Title:
Full-time	Part-time	Temporary		Reason for Leaving:
Hourly Rate/Salary			Describe your job duties and responsibilities:	
Start	End			

Employer:			Dates of Employment	
Job Title:			To:	From:
Address:			Phone:	
Choose One			Average Hours per week	Supervisor's Name & Title:
Full-time	Part-time	Temporary		Reason for Leaving:
Hourly Rate/Salary			Describe your job duties and responsibilities:	
Start	End			

FAILURE TO ACKNOWLEDGE OR INITIAL ANY OF THE FOLLOWING STATEMENTS WILL MAKE YOU INELLIGABLE FOR EMPLOYMENT

I give River City Communications Corporation the right to investigate all references and secure additional information about me, if job related. Furthermore, I give River City Communications Corporation the right to verify any educational or employment reference given on this application. I hereby release from liability River City Communications Corporation and its representatives and agents and all other corporations, educational institutions, or organizations furnishing such information. I hereby give my permission for all such corporations, institutions, and organizations to release any information related to this Application for Employment and the claims made by me herein. _____ Initial Here

I understand that River City Communications Corporation may request a credit report for employment purposes. A consumer credit report is one that contains information about an individual's credit worthiness, credit standing, character, general reputation, personal characteristics, and mode of living that is limited to factual record information. I hereby give my permission for River City Communications Corporation to request and obtain such information. I also give my permission to the organizations, corporations, and agencies that collect and disseminate such information to release it to River City Communications Corporation. If such a report is received by River City Communications Corporation, I () do () do not wish to receive a copy. _____ Initial Here

I understand that River City Communications Corporation may request an investigative consumer report in lieu of or in addition to a consumer credit report. I understand that an investigative consumer report contains information about an individual's character, general reputation, personal characteristics, and mode of living that is obtained through personal interviews with the individual's friends, colleagues, family, and other acquaintances. I hereby give my permission for River City Communications Corporation to request and receive such information. Additionally, I hereby give my permission to the organizations, corporations, and agencies that collect and disseminate such information to release it to River City Communications Corporation. If such a report is requested I () do () do not wish to receive a copy. _____ Initial Here

I understand that an acceptable driving record is a condition of my employment. I agree that River City Communications Corporation may employ me on a conditional basis until driving records may be obtained. I further agree that River City Communications Corporation's insurance carrier has sole discretion to determine whether or not my driving record is acceptable. Finally, I agree that my employment may be terminated solely on the basis of an unacceptable driving record, as determined by River City Communications Corporation's insurance carrier. _____ Initial Here

I understand and agree that any misrepresentation by me in this Application for Employment will be sufficient cause for cancellation of this application, cancellation of any offer of employment extended by River City Communications Corporation, or termination of employment by River City Communications Corporation at any time after the misrepresentation is discovered. _____ Initial Here

In the event that I am employed by River City Communications Corporation, I agree to abide by all policies currently in place or issued subsequent to my date of hire. _____ Initial Here

I understand and agree that River City Communications Corporation is an "at will employer". I am free to resign at any time and River City Communications Corporation reserves the right to terminate my employment at any time with or without cause and with or without prior notice. _____ Initial Here

Applicant's Printed Name

Date

Applicant's Signature