



RM MANAGEMENT LLC
Employment Application



Personal Information		Last Name, First Initial:
Name (Last, First, MI)		
Street Address		
City, State, Zip		
Home Phone Number	Work Phone Number	
Facsimile Number	Email Address	
Social Security Number	Driver's License Number/State/Expiration	

if job involves any driving

Employment Desired										
Position Applied For:										
How did you hear about this position?										
Date Available for work _____										
Desired Hours:	Full Time			M	T	W	T	F	Sa	Su
	Part Time		Start							
	Temporary		End							

Education					Today's Date:
	Name and Address of School	Course of Study	Total Years of Study	Degree/ Diploma	
High School					
Undergraduate College					
Graduate/ Professional					
Other (Specify)					

List any seminars, classes or other education not listed above which may help qualify you for this position (if you need additional space, please use page 6):

.....

.....

.....

.....

.....

.....

Employment History

List below all present and past employers over the past ten years, starting with your **most recent** employer. Account for all periods of unemployment. You must complete this section even if a resume. May we contact your current employer? Yes No

1	Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No)	Start Date	End Date	Essential Job functions of final position
	Address			
	City, State, Zip			
	Phone Number			
	Fax Number		Supervisor(s)	
	Job Position(s)		Email address of supervisor	
	Reason(s) for leaving			
	What value did you add to this company or it's customers?			
2	Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No)	Start Date	End Date	Essential Job functions of final position
	Address			
	City, State, Zip			
	Phone Number			
	Fax Number		Supervisor(s)	
	Job Position(s)		Email address of supervisor	
	Reason(s) for leaving			
	What value did you add to this company or it's customers?			
3	Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No)	Start Date	End Date	Essential Job functions of final position
	Address			
	City, State, Zip			
	Phone Number			
	Fax Number		Supervisor(s)	
	Job Position(s)		Email address of supervisor	
	Reason(s) for leaving			
	What value did you add to this company or it's customers?			

4	Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No)	Start Date	End Date	Essential Job functions of final position
	Address			
	City, State, Zip			
	Phone Number			
	Fax Number		Supervisor(s)	
	Job Position(s)		Email address of supervisor	
	Reason(s) for leaving			
	What value did you add to this company or it's customers?			
5	Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No)	Start Date	End Date	Essential Job functions of final position
	Address			
	City, State, Zip			
	Phone Number			
	Fax Number		Supervisor(s)	
	Job Position(s)		Email address of supervisor	
	Reason(s) for leaving			
	What value did you add to this company or it's customers?			
6	Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No)	Start Date	End Date	Essential Job functions of final position
	Address			
	City, State, Zip			
	Phone Number			
	Fax Number		Supervisor(s)	
	Job Position(s)		Email address of supervisor	
	Reason(s) for leaving			
	What value did you add to this company or it's customers?			

Additional Information

List any professional, trade, business or civic activities and offices held. You may exclude membership that would reveal gender, race, religion, national origin, ancestry, age disability or any other protected status.

.....

.....

.....

.....

.....

.....

.....

.....

List any languages other than English that you speak, read or write that could be of benefit to the position applied for:

	Fluent	Good	Fair
Speak			
Read			
Write			



Identify formal job training that relates to this position:

.....

.....

.....

.....

Identify what skills or certification you possess related to this position:

.....

.....

.....

.....

If you are hired, what value would you add to our company?:

.....

.....

.....

.....

Describe what you believe are the most unique features of your work history:

.....

.....

.....

.....

Additional Information

Have you ever been employed with this company before? Yes No
If Yes, when? _____

Do you have any friends or relatives employed by this company? If Yes, please provide their names and relationship to you: _____

Are you currently employed? Yes No
May we contact your employer? Yes No
Are you currently on "lay off" status and subject to recall? Yes No

If you are under 18 years of age, can you provide proof of eligibilty to work? Yes No

If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.? Yes No

Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation? Yes No

.....
.....
If hired, are there any accommodations the company would need to provide so that you can perform all those essential functions and duties of the position being applied for? If Yes, please explain: Yes No
.....
.....

If driving is a requirement of the position applied for, have you in the last 7 years been convicted of Driving Under the Influence "(DUI)"? Yes No N/A

Have you ever been convicted of a felony or misdemeanor? Yes No
If Yes, please explain: _____

.....	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
.....	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
.....	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
.....	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Employment Application

Please read each statement closely and initial each acknowledging your understanding

Equal Employment Opportunity Statement

This company is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. The Company desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State or local laws. The Company will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the company.

Discrimination and Sexual Harassment Policy Statement

This company will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or action of such conduct by any individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Disclosure to Applicants Concerning Drug/Alcohol Testing

If you are offered a position with RM MANAGEMENT LLC, you may be given a drug/alcohol test as a condition of employment. Your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means you will not be employed by RM MANAGEMENT LLC. Neither the collector of specimens nor the medical professional who reviews the test results will be a company employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

Complete and Accurate Information

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

At-Will Employment

I understand and agree that if I am employed, my employment will be "at-will", which means that RM MANAGEMENT LLC may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, the Company will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superceded and that no promise or representation contrary to the foregoing is binding on RM MANAGEMENT LLC unless made in writing and signed by RM MANAGEMENT'S president.

Testing Authorization

If offered a position with RM MANAGEMENT LLC, I hereby agree to any legally permitted physical, psychological, skill, drug or medical test required by RM MANAGEMENT LLC as a condition of employment.

Investigation Authorization

I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving and criminal background.

Company Obligation

I understand and agree that RM MANAGEMENT LLC's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the company has agreed to hire me. I understand that RM MANAGEMENT LLC is under no obligation to hire me as the result of accepting this completed application.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY THE COMPANY.

Signature

Date

