

NOTE TO CANDIDATE: The following information is needed to help make the best possible employment selection. All portions of this application pertaining to you must be completed. Ray's Flooring is committed to a policy of providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, age, gender, religion, national origin, marital status, physical or veteran status, disability, genetic information, or any other characteristic protected by law. If an accommodation is required, it is the responsibility of the candidate to inform the Human Resources Representative.

Name _____ Date _____
Last First Middle

Address

Street City State Zp

Primary Phone: (____) _____ Business Phone: (____) _____
 Email Address _____ Are you age 21 or over? Yes No

Position Applying For: _____ Available start date: _____

What type of employment are you interested in (check all that apply)?

Full Time Regular Part Time Regular Other (Explain _____)

Check all that apply:

Willing to work additional hours, if needed.
 Willing to work weekends, if needed.

What days and/or hours are you unable to work?

Are you a former Ray's Flooring employee? Yes No If yes, provide dates: _____

Are you legally eligible for employment in the U.S. without sponsorship? Yes No
 (Proof of identity & eligibility will be required upon employment.)

If you were referred to us, please provide the following: Individual's name: _____
 Relationship to you: _____

Do you have any relatives working here? Yes No If yes, provide name: _____
 Relationship to you: _____

How did you learn of this opening? _____

Certifications, Licenses & Endorsements

Include expiration dates, etc. Verification will be completed based upon information provided.

Certificates, Endorsements or Licenses (Explain Type)	State of Issue	Issued/Award Date	Expiration Date

Education

School	Name & Address of School/College/University	GPA	Course of Study <small>(Provide Major)</small>	Did you graduate?	Degree <small>(Do not provide year)</small>
High School	Name: Address:		NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	NA
Associates Degree Trade/Vocational	Name: Address:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Undergraduate	Name: Address:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School	Name: Address:			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Employment History

- Provide at least 5 years and start with current/recent positions.
- Please provide accurate and complete employment history.
- If you attach a resume, please do not indicate "see resume".
- Use additional paper, if necessary.

Have you ever been asked to resign or involuntarily been terminated from a job?

Yes No If yes, please explain: _____

Have you encountered gaps in your employment history that are not due personal illness, injury or disability?

Yes No If yes, please explain, but please **do not list** information pertaining to personal illness, injury or disability.

LIST AT LEAST FIVE YEARS OF EMPLOYMENT

1 Employer	Address, City, State, Zip	Telephone
Dates of Employment: From: _____ To: _____ <small>(Month & Year) (Month & Year)</small>	Salary Start: _____ per _____ End: _____ per _____	
Beginning Title:	Ending Title:	
Name and Title of Supervisor:		
Description of Duties:	Reason for Leaving:	
May we contact employers listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No		

2 Employer	Address, City, State, Zip	Telephone
Dates of Employment: From: _____ To: _____ <small>(Month & Year) (Month & Year)</small>	Salary Start: _____ per _____ End: _____ per _____	
Beginning Title:	Ending Title:	
Name and Title of Supervisor:		
Description of Duties:	Reason for Leaving:	
May we contact employers listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No		

3 Employer	Address, City, State, Zip	Telephone
Dates of Employment: From: _____ To: _____ <small>(Month & Year) (Month & Year)</small>	Salary Start: _____ per _____ End: _____ per _____	
Beginning Title:	Ending Title:	
Name and Title of Supervisor:		
Description of Duties:	Reason for Leaving:	
May we contact employers listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No		

4 School Name or Employer	Address, City, State, Zip	Telephone
Dates of Employment: From: _____ To: _____ <small>(Month & Year) (Month & Year)</small>	Salary Start: _____ per _____ End: _____ per _____	
Beginning Title:	Ending Title:	
Name and Title of Supervisor:		
Description of Duties:	Reason for Leaving:	
May we contact employers listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No		

***IF NEEDED, PLEASE CONTINUE EMPLOYMENT HISTORY ON THE BACK OF THIS SHEET.**

Driving Records (Complete for driving positions only.)

Do you have a valid unexpired driver's license: Yes No Specify State of Issue:

Do you have access to a vehicle to use for business purposes, if applicable to the position? Yes No

Is there any reason that you would not be approved as a driver when a motor vehicle record report is run? Yes No

Is yes, explain: _____

If your position is an installer, do you understand that you will report to various work sites to perform your work and that the time worked is not paid until you arrive at the work site and begin work? Yes No

Criminal Records

Have you ever been convicted of a crime(s), including misdemeanors? Yes No If yes, explain in full:

*(NOTE: The conviction of a crime does not necessarily exclude a candidate from consideration of employment).

Foreign Language (An assessment may be completed prior to hire.)

Language	Proficient in Reading	Proficient in Speaking	Proficient in Writing
	Circle One: Fluent Conversationalist N/A	Circle One: Fluent Conversationalist N/A	Circle One: Fluent Conversationalist N/A
	Circle One: Fluent Conversationalist N/A	Circle One: Fluent Conversationalist N/A	Circle One: Fluent Conversationalist N/A

Professional References

List three professional references who have knowledge of your professional experiences. Only list people you want contacted. All information below is required. **Please do not list relatives, friends or Ray's Flooring employees.**

Name	Telephone	Occupation / Business	Relationship	How Long Known

(This space intentionally left blank.)

APPLICANT ACKNOWLEDGEMENT OF TERMS AND CONDITIONS OF APPLICATION

In exchange for **Ray's Flooring Inc. (a.k.a. Ray's Flooring)** consideration of this employment application:

I certify that all information I have supplied in this application and any other form, oral or written is true and accurate, and I agree that any misstated, misleading, incomplete or false information is grounds for rejection of this application, refusal to hire or immediate discharge without recourse.

I understand and agree that **Ray's Flooring**, any agent acting on their behalf, as well as any other person responding to reference request pursuant to this application, can and will seek and/or disclose any and all information about me which **Ray's Flooring**, agent or agents, or persons may have. I specifically authorize said disclosure and agree to hold all such corporations, agents, or persons harmless for the same. That is, I will not file a lawsuit, claim or charge against them for such disclosure. Nor will I threaten same or otherwise seek any kind of compensation for such disclosure.

I understand and agree with the fact that **Ray's Flooring** maintains a drug-free workplace, that maintenance of it is essentially for the safety of the workplace and employees, and that I may be required to undergo drug and/or alcohol impairment screening and testing. I also understand and agree that I may be subject to such testing during the course of my employment. I understand that, subject to applicable law, **Ray's Flooring** shall be the sole judge of the acceptability of any tests results. I also acknowledge that I have been advised that **Ray's Flooring** is an Equal Opportunity Employer and that **Ray's Flooring** administers its employment policies in a nondiscriminatory manner.

I specifically authorize **Ray's Flooring** to investigate my background, including any and all references, available criminal and other judicial records, and my credit record, consistent with applicable law. I understand that **Ray's Flooring** will notify me if and when a credit record investigation is performed, and the sources investigated. I authorize **Ray's Flooring** to use all legal means at its disposal to assess my suitability for employment. I make this authorization in return for **Ray's Flooring** consideration of me for employment, and I specifically release and hold **Ray's Flooring** harmless for any and all liabilities arising out of their investigation of my application for employment.

I understand and agree that, if hired, my employment will be at-will, and that I or **Ray's Flooring** can terminate this employment relationship at any time, with or without notice or cause, for any reason not prohibited by law.

I hereby certify that I have read and understand the Terms and Conditions of this Application for Employment.

Applicant's Signature _____

Date _____

This application for employment will remain active for a limited time.

Equal Opportunity Employer