Resource Depot Inc.
Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Date _____

First Name _____ Last Name _____Middle Initial _____

Street Address _____

City _____ State_____ Zip _____

Home Phone #_____ Cell Phone # _____

Email _____ Date of Birth _____/_____/_____

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? ☐ Yes ☐ No

Have you ever been convicted of a felony or a first degree misdemeanor? *(This will not necessarily affect your application)* ☐ Yes ☐ No

If yes, please describe conditions. _____

_____

Employment Desired

Desired position _____

Date you can start _____ Desired starting salary range/hourly rate _____

Are you looking for full-time or part-time employment? ☐ Full Time ☐ Part Time ☐ Either

What days/hours are you available? _____

How did you hear of this opening? _____

Have you ever applied for employment here in the past? ☐ Yes ☐ No

Have you ever been employed by this company ☐ Yes ☐ No

Are you related to a Resource Depot employee? ☐ Yes ☐ No

If yes , please give employee name and relationship _____

Are you presently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Education

School Name & Location	Year	Major	Degree
High School _____	_____	_____	_____
College _____	_____	_____	_____
College _____	_____	_____	_____
Post College _____	_____	_____	_____
Other Training _____	_____	_____	_____

In addition to your work history, are there other skills, qualifications, or experience that we should consider?

_____

_____

Employment History

(Start with most recent employer. If desired, include a resume or additional pages that will help clarify your work experience. A resume may only substitute for the "responsibilities" section - all other items must be completed.)

1. Company name _____

Address _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____ May we contact ? ☐ Yes ☐ No

Responsibilities _____

Reason for leaving _____

2. Company name _____

Address _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____ May we contact ? ☐ Yes ☐ No

Responsibilities _____

Reason for leaving _____

3. Company name _____

Address _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____ May we contact ? ☐ Yes ☐ No

Responsibilities _____

Reason for leaving _____

References

List three personal references, not related to you, who have known you for more than one year.

Name _____ Phone _____ Years Known _____

Name _____ Phone _____ Years Known _____

Name _____ Phone _____ Years Known _____

READ THIS SECTION PRIOR TO PROVIDING SIGNATURE BELOW

I, the undersigned, agree that Resource Depot Inc. may make any lawful inquiry that it considers necessary to determine my eligibility for employment.

I authorize Resource Depot Inc to seek and obtain from my present and former employers, schools and personal references, information relating to my qualifications for employment.

I release Resource Depot Inc and all persons and entities furnishing such information to Resource Depot Inc from any liability arising from dissemination or publication of such information.

I understand that any job offer with Resource Depot Inc is contingent upon my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986.

If I am employed, I agree to adhere to all rules and regulations of Resource Depot Inc. I understand that such rules and regulations can be changed at the discretion of Resource Depot Inc.

I understand that my employment is at will and can be separated at any time for any reason, with or without notice.

I understand that no organization representative can make any agreement for my employment, the only exception being a written employment agreement between myself and Resource Depot Inc by the Executive Director.

I agree that the first three months of my employment will be an evaluation period.

AGREEMENT FOR DRUG AND ALCOHOL TESTING.

I freely and voluntarily agree to submit to a drug test as part of my application for employment. I understand that either refusal to submit to the test or failure to meet the standards established by Resource Depot Inc. for the test may disqualify me for employment.

I further agree that, at any time during my employment with Resource Depot Inc., I may again be required to take a drug test. I understand that refusal to have a requested drug test will result in immediate discharge from employment, and that failure to meet the standard for the test may result in immediate suspension or discharge.

I also agree to be tested, upon request, for being under the influence of alcohol or non-prescription drugs while at work, such test to take place immediately after the request.

All information provided in this application and any accompanying resume is true and complete. I agree that any false or misleading representation or material omission may disqualify me from consideration for employment and may result in discharge, regardless of when discovered.

I have read and understand the foregoing and I agree unconditionally to the foregoing.

SIGNATURE_____**DATE**_____

PRINTED NAME _____