

Application for Employment



Division applying for:

- Highway Graphics Inc.

Date _____

The R Group Inc. does not discriminate on the basis of race, color, national origin, sex, religion, age, handicap, veteran status, or any other criteria made unlawful under applicant state law. You are not required to give information responsive to any inquiries prohibited by law.

APPLICANT NOTE: This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview, and on this form, are grounds for terminating the applicant process, or if discovered after employment, terminating employment. All qualified applicants will receive consideration without discrimination because of sex, marital status, race, age, creed, national origin, or the presence of disabilities. A felony conviction will not necessarily bar an applicant from employment. Applicants may request affirmative action hiring. Additional testing of job related skills, and for the presence of drugs in your body may be required prior to employment. After an offer of employment, and prior to reporting to work, you could be required to submit to a medical review.

To be considered for employment, all applicants must fill out this form completely. This application will be given every consideration, but its receipt does not imply that The R Group, Inc will employ the applicant. This form becomes a part of your permanent employment record if you are hired. This application is only valid for 90 days.

Name _____

PLEASE PRINT

Today's Date: _____

Name: _____ Are you 18 or older? _____

Permanent Home Address: _____

City/State/Zip: _____ How Long? _____

Residing at (If different from above): _____

City/State/Zip: _____ How Long? _____

Phone Number: () _____ Social Security Number: _____

Can you supply documentation of your identity and authorization to work in the U.S.? _____

Previous Address (If at present address less than 1 year):

EDUCATION

High School: _____ City/State: _____

Did you graduate? Yes / No (Circle One) Last Grade Completed: 8 9 10 11 12

If you have not graduated from high school, do you have a GED? Yes / No (Circle One)

If yes: No. of Test _____ Date of Test _____ Place Taken _____

College: _____ Major: _____

Did you graduate? Yes / No (Circle One) Last Year Completed: 1 2 3 4

Technical/Vocational School: _____

Area of Study: _____

Did you graduate? Yes / No (Circle One)

Special Courses: _____

Are you attending school now? Yes / No (Circle One)

If yes, please explain: _____

EMPLOYMENT INFORMATION

How did you hear about this job? _____

Have you ever filed an application with The R Group before? Yes / No (Circle One)
If yes, give date(s): _____

Have you ever been employed with The R Group before? Yes / No (Circle One)
If yes, give date(s): _____

Are you currently employed? Yes / No (Circle One)

If yes, may we contact your employer? _____

Are you currently on "lay-off" status and subject to recall? _____

With what other companies do you have an application pending? _____

EMPLOYMENT INFORMATION CONTINUED

The R Group office is open from 8:00AM until 5:00PM, Monday through Friday. Field employees are required to work the hours necessitated by the particular project to which they are assigned at the time. These could be any hours, day or night.

	Yes	No
Are you available to work full time (40 hours)?	_____	_____
Are you available to work evenings?	_____	_____
Are you available to work weekends?	_____	_____
Will you work overtime if asked?	_____	_____
Can you meet the attendance requirements of the position?	_____	_____

If you answered no to any of the above, please explain in detail:

EMPLOYMENT HISTORY

From: _____/_____/_____ To: _____/_____/_____ Company: _____

Type of Work Performed: _____

Address: _____
Mailing City State Zip

Salary: \$ _____ per _____ Immediate Supervisor: _____

Telephone Number: () _____ Reason for Leaving: _____

From: _____/_____/_____ To: _____/_____/_____ Company: _____

Type of Work Performed: _____

Address: _____
Mailing City State Zip

Salary: \$ _____ per _____ Immediate Supervisor: _____

Telephone Number: () _____ Reason for Leaving: _____

From: _____/_____/_____ To: _____/_____/_____ Company: _____

Type of Work Performed: _____

Address: _____
Mailing City State Zip

Salary: \$ _____ per _____ Immediate Supervisor: _____

Telephone Number: () _____ Reason for Leaving: _____

Employment History Continued

From: ____/____ To: ____/____ Company: _____

Type of Work Performed: _____

Address: _____

Mailing City State Zip

Salary: \$ _____ per _____ Immediate Supervisor: _____

Telephone Number: () _____ Reason for Leaving: _____

From: ____/____ To: ____/____ Company: _____

Type of Work Performed: _____

Address: _____

Mailing City State Zip

Salary: \$ _____ per _____ Immediate Supervisor: _____

Telephone Number: () _____ Reason for Leaving: _____

Explain all periods of unemployment: _____

Have you ever been fired or forced to resign from a job? Yes _____ No _____

If yes, please explain:

Would any of your former employers say they terminated you? Yes _____ No _____

If yes, please explain:

What is the worst thing one of you former employers would say about you? _____

ALCOHOL / NARCOTICS

Do you ever consume alcohol during work hours? Yes _____ No _____

If you answered yes, please explain: _____

Do you currently use narcotics illegally? _____

Do you currently sell narcotics illegally? _____

CONVICTION HISTORY

Any convictions referenced on this application are not an absolute bar to employment, but will be considered only with respect to the specific requirements of the job for which you are applying.

What is the most serious charge you have ever been convicted of? _____

Give date: _____ Charge: _____ Disposition: _____

DRIVING/TRAFFIC

The R Group, Inc. has minimum driving standards. Depending on your position, a job offer and continued employment may be determined by such standards.

Do you have your own reliable transportation? Yes _____ No _____

Do you have a valid license? _____ Issuing State: _____ Number: _____ Expires: _____

Do you have a CDL License? _____ Are there any restrictions on your license? _____

If yes, please give details:

Yes **No**

Is there anything that would prevent you from driving a vehicle? _____

Have you been convicted of any moving violations the past three years? _____

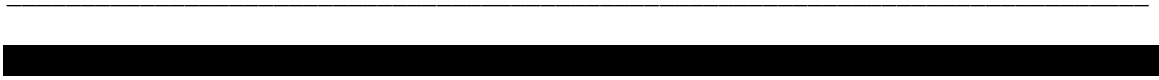
Has your driver's license ever been revoked or suspended? _____

Have you ever been convicted for reckless driving? _____

Have you ever been convicted for driving under the influence of alcohol or drugs? _____

Has your auto insurance ever been canceled or declined for coverage? _____

If you answered yes to any of the above, please explain, giving dates and details: _____



It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause, and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information.

I understand that I may be required to have a medical examination and/or drug and alcohol test after an offer of employment has been made and prior to the commencement of my employment duties. A favorable result on both of these (if required) would be a condition of my employment or commencement of any employment duties.

I understand that any convictions referenced in this Application for Employment are not an absolute bar to employment, but will be considered only with respect to the specific requirements of the job for which I am applying.

In the event of employment, I understand that The R Group has minimum driving standards that may apply to my position. Commencement, and continuation, of my employment may be subject to my maintaining these minimum standards.

I understand that this is an Application for Employment and that no employment contract is being offered.

I understand that no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

This application is current for only 90 days. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary to fill out a new application.

SIGNATURE OF APPLICANT

DATE FORM SIGNED

FOR COMPANY USE ONLY

Date application received: _____ Accepted by: _____

Interviewed by: Initials _____ Date _____ Initials _____ Date _____ Initials _____ Date _____

Conditional offer of employment extended? By: _____ Date: _____

Drug test administered? _____

MVR requested and returned?

Employment offer extended? Amount: _____ By: _____ Date: _____

Employment Accepted? _____

THE R GROUP Handbook received? _____

90 day probationary policy explained?

Health insurance letter mailed? _____

START DATE: _____ RATE OF PAY: _____ FOREMAN: _____

