



## APPLICATION FOR EMPLOYMENT

Rubi's Positive Empowerment is an Equal Opportunity Employer and does not discriminate against applicants or employees because of race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information or any other protected class.

### PLEASE READ CAREFULLY BEFORE COMPLETING THIS EMPLOYMENT APPLICATION

Consideration for employment is based on information set forth on this application. You may attach a resume to this application in lieu of completing the educational, professional or work history fields. You may apply for any currently available position using this application. Your application will be considered only for the position(s) for which you apply and will only be considered through the date the position(s) for which you applied is filled.

The certification included with this application applies to information provided on this application and information on any attached resume. Failure to provide requested information may adversely affect your candidacy for employment. Please read the certification carefully and sign before submitting the application. Rubi's Positive Empowerment is a drug-free workplace.

### POSITIONS APPLYING FOR

1)

2)

3)

### PERSONAL DATA

Name	First: _____	Middle: _____	Last: _____
Street Address:	_____		
City:	_____	State: _____	Zip: _____
Telephone:	_____		
Email Address:	_____		

**Are you legally eligible to work in the United States?**  
 Yes \_\_\_\_\_  
 No \_\_\_\_\_  
 (If you are hired, you will be required to present document(s) that establish identity and employment eligibility)

**Are you at least 18 years of age?**  
 Yes \_\_\_\_\_  
 No \_\_\_\_\_

<b>Date available for employment:</b>	<b>Annual Salary or Hourly wage desired:</b>
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<p><b>Have you ever used a different name than the one provided above?</b>          Yes _____          No _____  <b>If yes, please list all names:</b></p>	<p><b>Do you have any family member(s) working for the company?</b>          Yes _____          No _____  <b>If yes, please list all names:</b></p>
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**CRIMINAL HISTORY**

You are not required to disclose information concerning convictions that have been annulled, expunged, impounded, sealed, pardoned, or statutorily eradicated. The fact that you have been convicted of a crime will not constitute an automatic bar to employment. Please respond to these inquiries completely and accurately.

**Have you been convicted of a felony during the past 7 years?**  
 Yes \_\_\_\_\_  
 No \_\_\_\_\_

**If "yes", please provide the date(s) and geographical location(s) of the conviction(s), the nature of the offense(s), and the type of rehabilitation received, if applicable:**


**EDUCATION**

*(Please complete the section below and indicate the highest level of education)*

School(s) Type:	Name / Address	Diploma / Degree
High School / GED Equiv.:		Yes _____ No _____
University / College:		Yes _____ No _____
Business, Trade, or Graduate School:		Yes _____ No _____
Other:		Yes _____ No _____

**Specialized training or skills (such as computer training, literacy, certifications or special licenses)\*:**

\* Please enter your answers in the next page


**EMPLOYMENT HISTORY**

Have you ever applied for work with Rubi's? Yes _____ No _____ If yes, when? _____	Have you previously worked for Rubi's? Yes _____ No _____ If yes, when? _____
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**Present and previous employment (show most recent employment first) including military service (branch, final rank, special training).**

May we contact your present employer?      Yes \_\_\_\_\_ No \_\_\_\_\_

**PLEASE PROVIDE LAST 10 YEARS OF EMPLOYMENT HISTORY**

Attach additional sheets if necessary

	<b>Company</b>	<b>City and State</b>	<b>Supervisor</b>	<b>Phone</b>
<b>From:</b>	Title of position held and major duties:			
<b>Mo:</b> _____				
<b>Yr:</b> _____				
<b>To:</b>				
<b>Mo:</b> _____	Reason for leaving:			
<b>Yr:</b> _____				

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<b>Yr:</b> _____				
<b>To:</b>				
<b>Mo:</b> _____	Reason for leaving:			
<b>Yr:</b> _____				

**PROFESSIONAL REFERENCES: Identify three professional references not related to you**

<b>Name*</b>	<b>Relationship*</b>	<b>Title*</b>	<b>Address*</b>	<b>Phone*</b>
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\* Please enter your answers in the next page


### CERTIFICATION

I certify that all answers on this application, and all the information provided on any attached resume are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application and any information provided on an attached resume. My signature below gives the Company permission to conduct a background check of my education, work, credit (if applicable), driving record, safety record and criminal history. I release the Company from any liability as a result of such contact. I understand that false or misleading information in, or omission from, this application and/or the attached resume is grounds for immediate withdrawal of an offer of employment and/or immediate discharge from the Company upon discovery of such false or misleading information. I understand that Rubi's may require a post-offer, pre-placement screening for drug and alcohol use and that the Company has a Substance Abuse Policy which may now or in the future include random drug testing.

I further understand that if I decline to sign this certification or to execute the requisite release forms to allow a background check, the offer of employment will be withdrawn.

I understand and agree that, if hired, I will be required to provide documentation in accordance with the Immigration and Nationality Act, demonstrating that I am entitled to work in the United States as an employee of the Company.

I understand that Rubi's maintains an employment-at-will policy, which means my employment can be terminated, with or without cause, and with or without notice, at any time, at the option of either the Company or myself.

I understand that neither completion of this application, nor subsequent employment of me by Rubi's shall constitute an agreement or contract of employment between me and the Company.

This application was completed by me. I have read all of the above statements, or have had them read to me, and I understand them fully as indicated with my signature below.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_