

Employment Application

Qualified applicants receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, creed, color, national origin, religion, age, sex, handicap, veteran status, marital status, sexual orientation, or any other characteristic protected by law. We are equal opportunity employer.

The field descriptions in **BLUE** text are required.

First Name:	_____	Last Name:	_____
Address:	_____		
City:	_____	State:	_____
Zip:	_____	Phone:	_____
E-mail:	_____		
Desired Position:	_____		
Please indicate the salary you desire	_____		

Employment History

Please list chronologically, beginning with most recent experience.

Employer:	_____	Address/City:	_____
From (MM/YYYY):	_____	To (MM/YYYY):	_____
Supervisor:	_____	Phone:	_____
Salary:	_____		
Type of Work:	_____		
Reason for Leaving:	_____		

Employer:	_____	Address/City:	_____
From (MM/YYYY):	_____	To (MM/YYYY):	_____
Supervisor:	_____	Phone:	_____
Salary:	_____		
Type of Work:	_____		
Reason for Leaving:	_____		

Employer:	_____	Address/City:	_____
From	_____	To (MM/YYYY):	_____

(MM/YYYY): _____

Supervisor: _____ Phone: _____

Salary: _____

Type of Work: _____

Reason for Leaving: _____

Employer: _____ Address/City: _____

From (MM/YYYY): _____ To (MM/YYYY): _____

Supervisor: _____ Phone: _____

Salary: _____

Type of Work: _____

Reason for Leaving: _____

Education

Name & Location of School	Select Last Year Completed	Major Course	Diploma/Degree
High School			
College/University			
College/University			
Business or Trade School			
Business or Trade School			
Business or Trade School			

Personal Information

Are you legally authorized to work in the U.S.?
(If hired, you will be required to provide proof of work authorization.) Yes _____ No _____

Are you at least 18 years of age? Yes _____ No _____

Have you ever been convicted of a crime (felony)? Yes _____ No _____

If yes, give details:
(Convictions are not an automatic bar to employment) _____

Do you have a valid Drivers License? Yes _____ No _____

Please indicate the state in which your current Driver's License was issued _____

Technical services and Sales Consultants require on the job travel, potentially in _____

company provided vehicles

Please list tickets, violations and/or collisions experienced within the last year

Note: upon hiring, a copy of your driving record will be requested and this information will be validated

If you are experienced with technical support and field services work, please list your specific capabilities:

If you are experienced in Sales or Sales Management, please list your capabilities:

If you have experience in office administration and/or operations, please list your capabilities:

Briefly describe skills you may have that you acquired in other employment or armed forces:

Do you have any other skills you wish to mention?

Do you have any physical or mental limitations that would inhibit or significantly impact your ability to perform the normal job duties of the position? Please describe any special accommodations you might need:

Do you have any personal obligations that would impact your ability to work during our core business hours: Monday through Friday 8am to 5pm EST? Please describe any special accommodations you might need:

Are you able to lift 75lbs or more? Yes ____ No ____

Are you willing to work overtime? Yes ____ No ____

Are you presently employed? Yes ____ No ____

If so, may we contact your present employer? Yes ____ No ____

If hired, when would you be available _____

Employment References

List individuals familiar with your job qualifications (No relatives or personal friends).

1) Name of Reference: _____

Occupation: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email address: _____

Relationship: _____

How long known: _____

2) Name of Reference: _____

Occupation: _____

Address: _____

City/State/Zip: _____

Phone: _____

Relationship: _____

Relationship: _____

How long known: _____

Invitation to Identify for Affirmative Action Purposes

Reliable Office Technologies Corp is committed to the employment and advancement of minorities, females, and individuals with disabilities and veterans. We invite you to share this information with us.

Gender: Male _____ Female _____

Indicate The Appropriate Race/Ethnic Group: _____

How Were You Referred To This Job: _____

Please read carefully before submitting your application

Legal

In connection with my application for employment and as a condition of continuing employment, I understand that investigative background inquiries may be made on me including previous employers, schools, consumer credit, criminal convictions, motor vehicle, and other reports. These reports will include information as to my character, work habits, performance, education, compensation, and experience along with reasons for termination of employment from previous employers. Furthermore, I understand that the company may be requesting information from various federal, state, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences as well as claims involving me in the files of insurance companies. I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. I hereby consent to obtaining the above information from ROTC and/or any of their agents. This authorization and consent to obtaining the above information from ROTC and/or any of their agents. This authorization and consent shall be valid in original, fax, or copy form.

I Agree _____ I Disagree _____

All hiring and employment at ROTC is at will. I understand this application is not an employment contract nor can it be used to create one. Employment by ROTC has no specific term and may be terminated by the employee or ROTC with or without notice. I acknowledge that ROTC has not made any promises or representations that differ from those contained in this paragraph.

I understand that I must provide satisfactory documents to establish my identity and right to work in the United States, if I am offered a position with ROTC, and that failure to provide this evidence will result in the termination of my employment.

I release and agree to hold harmless any individual, company, business institution or government agency from all liability with regard to furnishing information to ROTC. I agree to release and hold harmless ROTC from all liability with respect to the receipt of such information.

I certify that the information I have furnished on this application form is true and complete. I understand that if any misrepresentation has been made by me verbally or in writing, any offer of employment made to me may be withdrawn or my subsequent employment with ROTC may be terminated.

I Agree _____ I Disagree _____