



**814 East Santa Fe Blvd
Ellinwood, KS 67526
620-564-2643**

Application for Employment

Name _____ Date _____ D.O.B. _____
Last First Middle

Address _____
Street City State Zip Code

Telephone # () _____ Other Phone # () _____

Social Security # _____ Referred by _____

Position(s) applied for _____ Date available _____

Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-Op

Salary desired _____ If currently employed, may we contact your employer? Yes No

Are you legally eligible for employment in this country? Yes No

If you are under 18 and it is required, can you furnish a work permit? Yes No

Are you available to work overtime if required? Yes No

Are you capable of periodic heavy lifting? Yes No

Have you applied with RMACs before? Yes No

Have you been employed at RMACs before? Yes No

If yes, when? _____

Do you have any friends or family employed at this location? Yes No

Have you been convicted of a crime in the last seven (7) years? Yes No

If yes, please explain _____

CONVICTION WILL NOT NECESSARILY BE A DISQUALIFICATION FOR EMPLOYMENT.

EDUCATIONAL BACKGROUND

List previous three (3) educational institutions attended, beginning with the most recent.

SCHOOL	CITY, STATE	GRADUATED?	DEGREE(s)/DIPLOMA(s) EARNED
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT BACKGROUND

Provide the following information beginning with the most recent employer.

EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	per	

EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	per	

EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	per	

EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	per	

COMMENTS INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS

What was the best job you've ever had? Why did you like it so much? _____

What was your least favorite job? What did you NOT like about it? _____

Who was the best supervisor or manager you've had? What characteristics made that person a good manager? _____

Think of the WORST supervisor or manager you've had. What characteristics made that person a POOR manager? _____

What are your greatest strengths? _____

As your skills and abilities relate to your work experiences, what are the areas for improvement? _____

What traits or characteristics do you most admire in co-workers? _____

What traits or characteristics do you most DISLIKE in co-workers? _____

If you won five million dollars and could do anything you wanted for work, what would it be? _____

What was the funniest thing that ever happened to you at work? _____

What do you think is the most difficult part of sales / customer service work? _____

Imagine you have been on your feet and working hard all day. A customer you attempt to help is rude and impatient, what do you do?

REFERENCES

List the name, relationship, number of years acquainted, and phone of three references. (No relatives please).

NAME	RELATIONSHIP	YEARS ACQUAINTED	PHONE NUTHE UPS STORE (A FRANCHISEE OF MAIL BOXES ETC INC)R
			()
			()
			()

I certify that all the information I have provided is true, complete and correct.

I authorize RMACs to investigate all statements contained on this application. I understand that any misrepresentation or omission of facts called for is cause for immediate disqualification and/or if employed, immediate dismissal.

Furthermore, I understand and agree that if employed, I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same rights to terminate my employment at any time, with or without prior notice, except as may be required by law. This application does not in any way constitute an agreement or contract for employment.

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States.

Applicant's Signature _____ **Date** _____
