



## Application for Employment

We are an Equal Opportunity Employer. All persons shall have the opportunity to be considered for employment without regard to their race, color, religion, national origin, ancestry, alienage or citizenship status, age, disability, sex or any other characteristic protected by applicable federal, state or local laws.

We will endeavor to make a reasonable accommodation to the known physical or mental limitations of a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please let us know.

### PERSONAL DATA

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS \_\_\_\_\_  
STREET/APT. NO. CITY STATE ZIP CODE

HOME PHONE NUMBER

MOBILE PHONE NUMBER

E-MAIL ADDRESS

Are you 18 years of age or older? Yes ☐ No ☐

If hired, can you provide proof of eligibility to work in the U.S.? Yes ☐ No ☐

*Pursuant to the Immigration Reform and Control Act of 1986, applicants who have accepted an offer of employment must produce documents establishing their identity and authorization for employment in the United States. These documents must be produced within three (3) business days of their date of hire. All new hires will be required to complete and sign USCIS Form I-9 under penalty of perjury.*

List any relatives/friends working for Reliance

Name: \_\_\_\_\_ Location: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Location: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Location: \_\_\_\_\_ Relationship: \_\_\_\_\_

### EMPLOYMENT DESIRED

Position Applying For: \_\_\_\_\_

Check employment status you prefer: Full Time ☐ Part-Time ☐ Temporary ☐ Summer ☐

Days Available for Work: \_\_\_\_\_ Hours Available: \_\_\_\_\_ Date you can start: \_\_\_\_\_

**It is not necessary for you to identify unavailability for work because of religious observance or practice or any other protected classification. Subsequent to any job offer, we will consider whether a reasonable accommodation can be made.**

Have you worked for any of the Reliance Family of Companies before? Yes ☐ No ☐

If yes, please specify dates, location (s), position(s) held and reason(s) for leaving: \_\_\_\_\_

How did you hear about Reliance?

- ☐ RSAC.com ☐ Other website (specify below) ☐ Advertisement (specify publication below)  
☐ Walk-in ☐ Agency (specify below) ☐ Other (specify below)

Name of referral source: \_\_\_\_\_

**EDUCATION** (List school and city. Please note that we verify college educational attainment.)

High School: \_\_\_\_\_ Did you graduate? Yes ☐ No ☐

College or University: \_\_\_\_\_ Major: \_\_\_\_\_ Degree: \_\_\_\_\_ GPA: \_\_\_\_\_

College or University: \_\_\_\_\_ Major: \_\_\_\_\_ Degree: \_\_\_\_\_ GPA: \_\_\_\_\_

Trade/Technical School: \_\_\_\_\_ Major: \_\_\_\_\_ Degree: \_\_\_\_\_ GPA: \_\_\_\_\_

Current class schedule (if applicable): \_\_\_\_\_

**SKILLS/TRAINING/CERTIFICATIONS**

Industrial Tools and Machines You Use: \_\_\_\_\_

Office Machines You Use: \_\_\_\_\_ Typing Speed: \_\_\_\_\_

Other Experience, Training or Certifications: \_\_\_\_\_

**EMPLOYMENT HISTORY** (Account for all time for the last 10 years. "See resume" is not acceptable.)

(If additional space is needed, please attach a supplementary sheet.)

Are you currently employed? Yes ☐ No ☐ If yes, may we contact your present employer? Yes ☐ No ☐

Current or Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (     ) \_\_\_\_\_

Dates of employment: From: (Month & Year) \_\_\_\_\_ To: (Month & Year) \_\_\_\_\_

Job Title /Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Separation: (e.g., Quit, Layoff, Discharge) \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (     ) \_\_\_\_\_

Dates of employment: From: (Month & Year) \_\_\_\_\_ To: (Month & Year) \_\_\_\_\_

Job Title /Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Separation: (e.g., Quit, Layoff, Discharge) \_\_\_\_\_

<u>Previous Employer:</u> _____	
<u>Address:</u> _____	<u>Telephone:</u> (     ) _____
<u>Dates of employment:</u> From: (Month & Year) _____ To: (Month & Year) _____	
<u>Job Title /Position:</u> _____	<u>Supervisor:</u> _____
<u>Reason for Separation:</u> (e.g., Quit, Layoff, Discharge) _____	

<u>Previous Employer:</u> _____	
<u>Address:</u> _____	<u>Telephone:</u> (     ) _____
<u>Dates of employment:</u> From: (Month & Year) _____ To: (Month & Year) _____	
<u>Job Title /Position:</u> _____	<u>Supervisor:</u> _____
<u>Reason for Separation:</u> (e.g., Quit, Layoff, Discharge) _____	

**AUTHORIZATION - IMPORTANT:** Please read carefully and initial each paragraph before signing.

\_\_\_\_\_"I affirm that the information contained in this application and any resume or other document submitted is true and complete to the best of my knowledge."

\_\_\_\_\_"I understand that knowingly providing false or misleading information or making material omissions on this application will disqualify me from further consideration for employment, and will be grounds for my dismissal if discovered at a later date."

\_\_\_\_\_"I authorize the companies, schools, or persons named above to provide Reliance any information relevant to my employment qualifications."

\_\_\_\_\_"I understand that any offer of employment is contingent upon my successful completion of all of the Reliance's lawful pre-employment checks, which may include a background check. I agree to execute any consent forms necessary for the Company to conduct its lawful pre-employment checks."

\_\_\_\_\_"I release such companies, schools, or persons from any and all liability or damages that may result from furnishing this information."

\_\_\_\_\_"If hired, I agree to conform to the lawful rules, regulations and policies of the Company."

\_\_\_\_\_"I understand and agree that if I am hired, my employment will be at-will, and may be terminated, with or without cause, and with or without notice, at any time at the option of the Company or myself. I understand that no supervisor or representative of the Company other than the president or vice president of the Company has any authority to enter into any arrangement for employment for any specified period of time, or to make any agreement contrary to the foregoing."

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

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

**CALIFORNIA APPLICANTS ONLY:** I understand the Company may obtain, without using the services of a third party investigative consumer reporting agency, public records pertaining to my character, general reputation, personal characteristics or mode of living during its evaluation of my application for employment and, if employed, during my employment. By checking the following box, I waive my right to receive copies of public records obtained by the Company. ☐

**ARIZONA APPLICANTS:** To the extent required by applicable law, the Company maintains a smoke-free workplace.