

Our hiring policy is simple:

WE FOLLOW THE LAW!

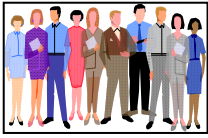
This company hires lawful workers only – U.S. citizens or nationals and non-citizens with valid work authorization – without discrimination.

Federal immigration law requires all employers to verify both the identity and employment eligibility of all persons hired to work in the United States.

In its efforts to meet the law's requirements, this company is participating in the Basic Pilot program established by the Department of Homeland Security and the Social Security Administration (SSA) to aid employers in verifying the employment eligibility of all newly-hired employees. Our participation in the pilot program does not exempt us from the obligation to complete a Form I-9 for everyone we hire.

For additional information on the verification program contact the:

Department of Homeland Security
USCIS/SAVE Program
111 Massachusetts Avenue, 2nd Floor
Washington, DC 20001
Phone (888) 464-4218



Rieke Office Interiors - An Equal Opportunity Employer (EEOC)

that will not discriminate in any phase of employment!

Application for Employment - please print - application on file for 30 days only

Name: _____ Social Security #: _____ - _____ - _____

Address: _____

City: _____ Zip: _____

Phone: _____ Email Address: _____

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three days of being hired. Failure to submit such proof within the required time will result in termination.

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?

Yes _____ No _____

Have you ever applied for a job here before? _____ When? _____

Requested Position: _____

Part-time: _____ Full-time: _____

Desired Pay: _____ Date available to start? _____

If under 18 years of age, do you have a work permit from your school?? _____

Employment History

CURRENT Employer: _____

Contact:

Phone#: _____ - _____ - _____ Start Date: _____

Previous Employment: *Please include all employment in last five years. Request another sheet of paper, if needed. We will contact all employers unless you specifically exclude them. Please give reason for exclusion.*

Contact Name

Phone #

Dates Worked

- 1
- 2
- 3
- 4
- 5

Please complete other side!

Education

High School: # Years attended: _____ Graduated? Yes _____ No _____

Trade, business, or correspondence school: _____

College: # Years attended: _____ Graduated? Yes _____ No _____ Major: _____

Areas of special study or research: _____

Special skills or training: _____

Computer Skills: _____

Have you ever been **convicted** of a crime? Yes _____ No _____

**Convictions will not absolutely bar employment but will be considered in relation to the job for which the application is being considered.*

**Applicant is not obligated to disclose sealed or expunged conviction or arrest records.*

Explanation:

****Drug testing is a requirement of employment. Pre-employment personal information searches may be used. Personality & employment assessment may be part of the interview process.***

**I affirm that all of the information I have provided on this application is true and correct. Furthermore, I authorize reference checks, investigations, DMV checks, or release of relevant background information as needed. I release all parties from liabilities and damages.*

**It is my understanding that there is no guarantee of employment for any specified period of time, THAT EITHER PARTY MAY TERMINATE AN EMPLOYMENT RELATIONSHIP AT ANY TIME, that the employer has the right to change policies, procedures, and benefits at any time without prior notice to employees, and that this application form is in no way an employment contract.*

**The "at will" status of employment cannot be changed unless it is contained in a document signed by the President of ROI.*

If an offer of employment is made, all employees must agree to a DMV driving record check. The employment offer will be rescinded if the insurance carrier will not insure the driver.

Any misrepresentation or untruthfulness on this application will be grounds for termination, if hired.

Signature: _____ DATE _____

Signature applies to both sides of this form!