



## employment application

### contact information

Last Name:		First Name:		Middle Name:		Date:		
Street Address:		City:		State:		Zip Code:		
Home Phone Number with Area Code:			Work Phone Number with Area Code:			Mobile Phone Number with Area Code:		
Home Email Address:								
Current work hours (time and days of week):								
Are you legally eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No				

### work interests

Position applying for:							
What shifts are you willing to work? <input type="checkbox"/> Day <input type="checkbox"/> Evening				Are you willing to work required overtime and variable start times? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Type of employment desired? <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Internship							
Days of week that you can work (circle each): <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri					Are you willing to work weekends? <input type="checkbox"/> Sat <input type="checkbox"/> Sun		
Date available for employment?					Minimum Salary/Hourly rate expectations:		
Have you previously worked for Reindeer Auto Relocation? <input type="checkbox"/> Yes <input type="checkbox"/> No				If yes, under what name?			
Dates:					Position Held?		

### professional information

List any related certifications, licenses, continuing education, specialized training and/or professional memberships <b>related to the job in which you are applying</b> :							
Please briefly explain why Reindeer Auto Relocation should hire you instead of other applicants. What makes you the best applicant?							

### source

How did you hear about our organization? (Please check all that apply)							
<input type="checkbox"/> Advertisement (list source):		<input type="checkbox"/> Employee Referral (list name):			<input type="checkbox"/> Reindeer Auto Relocation customer		
<input type="checkbox"/> Poster/flyer at school		<input type="checkbox"/> Website (list source):			<input type="checkbox"/> Family / Friend recommended (list name):		
<input type="checkbox"/> Search firm	<input type="checkbox"/> Former Employee (list name):		<input type="checkbox"/> Internet search engine (list source):			<input type="checkbox"/> Other:	

## employment history

List below **ALL FORMER EMPLOYERS DURING THE LAST 10 YEARS**, beginning with the most recent. Account for all periods of time including any periods of unemployment. Please do not use "See Resume." Request an additional page if necessary.

**Failure to list all prior employers will be considered omission of significant information and result in ineligibility for continuing employment. All sections must be completed in full.**

Employer:		Position:	
Address:		City/State:	Zip Code:
Title & Duties:			
From (mm/yy):	To (mm/yy):	Immediate Supervisor's Name & Title:	Telephone & Ext. or Direct Dial: Email:
Ending salary/ hourly rate:	Hours per week:	If currently employed, OK to check references? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Indicate if employed under different name:		Reason for leaving (explain): <input type="checkbox"/> Resigned <input type="checkbox"/> Discharged	
Employer:		Position:	
Address:		City/State:	Zip Code:
Title & Duties:			
From (mm/yy):	To (mm/yy):	Immediate Supervisor's Name & Title:	Telephone & Ext. or Direct Dial: Email:
Ending salary/ hourly rate:	Hours per week:	If currently employed, OK to check references? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Indicate if employed under different name:		Reason for leaving (explain): <input type="checkbox"/> Resigned <input type="checkbox"/> Discharged	
Employer:		Position:	
Address:		City/State:	Zip Code:
Title & Duties:			
From (mm/yy):	To (mm/yy):	Immediate Supervisor's Name & Title:	Telephone & Ext. or Direct Dial: Email:
Ending salary/ hourly rate:	Hours per week:	If currently employed, OK to check references? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Indicate if employed under different name:		Reason for leaving (explain): <input type="checkbox"/> Resigned <input type="checkbox"/> Discharged	
Employer:		Position:	
Address:		City/State:	Zip Code:
Title & Duties:			
From (mm/yy):	To (mm/yy):	Immediate Supervisor's Name & Title:	Telephone & Ext. or Direct Dial: Email:
Ending salary/ hourly rate:	Hours per week:	If currently employed, OK to check references? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Indicate if employed under different name:		Reason for leaving (explain): <input type="checkbox"/> Resigned <input type="checkbox"/> Discharged	
Comments (explain any gaps in employment):			

## education

School	School Name, City & State	Last Grade Completed	Did you graduate?	Type of Diploma or Degree received	Course of study
High School					
Specialized Training/ Technical School					
College/University					
Post Graduate					

## skills (check all that apply)

<input type="checkbox"/> Customer service call center	<input type="checkbox"/> DOT knowledge/experience	<input type="checkbox"/> Data Entry	<input type="checkbox"/> Keyboarding	<input type="checkbox"/> Multiline Telephone
<input type="checkbox"/> Word Processing (list software):		<input type="checkbox"/> Database/Spreadsheet (list software):		
Additional administration skills (please specify):				
Additional computer skills (please specify):				

## additional information

Do you have relatives working here? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give name(s):	Relationship:
Have you been convicted of or pled guilty to a felony or misdemeanor that has not been expunged by a court?* <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, state the nature of the conviction or plea, the date, and explain:		

\*Employment will not be denied solely due to conviction record unless offense is related to position for which applied or a legitimate safety concern due to the nature of Reindeers' business.

## references

List **two** references from former employers who have supervised your work. Examples would be Supervisor, Manager, Department Head, etc.

<b>Reference Number One</b> Name:	Title:	
Email address:	Phone:	Company/Relationship:
<b>Reference Number Two</b> Name:	Title:	
Email address:	Phone:	Company/Relationship:

## acknowledgement

I certify that all data contained in this application was completed by me and is true, complete and accurate. I understand that if I am employed, false or misleading statements and/or omissions on this application shall be considered sufficient cause for dismissal at any time. Reindeer Auto Relocation (RAR) is hereby authorized to make any investigation of my prior education, skills and work history. I understand that my employment with RAR is at my will, and I may at any time, terminate the employment relationship with or without cause and with or without notice and RAR may at any time, terminate the employment relationship with or without cause and with or without notice. I certify that I am not bound by any employment or non-competition agreement that would be breached by any employment that might be offered me by RAR, nor am I in possession of nor will I at any time reveal to RAR under any circumstances, any proprietary or confidential information that is the subject of any contract, non-disclosure agreement or prior work relationship involving any other person or entity.

I certify that I have read, fully understand and accept all terms of the foregoing acknowledgements.

Electronic Signature of Applicant (for online submission only): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant Upon Interview: \_\_\_\_\_ Date: \_\_\_\_\_

*Reindeer Auto Relocation (RAR) is an equal opportunity employer. Applicants are considered for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information or any other basis prohibited by state or federal law. RAR will comply with its legal obligation to provide reasonable accommodation to qualified individuals with disabilities.*

**All blanks must be completed throughout the application to be considered as an applicant.**

**Once completed, please print and fax to 317.829.3556 or email to [hr@reindeerauto.com](mailto:hr@reindeerauto.com) (use electronic signature for online submission, actual signature completed upon interview and may be left blank until that time).**