

# APPLICATION FOR EMPLOYMENT

At

Randazzo Enterprises, Inc.

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Name of Job Applicant

Date

## NOTICES TO JOB APPLICANT

**EQUAL OPPORTUNITY** – It is the policy of Randazzo Enterprises, Inc. (REI) to make all employment decisions without regard or consideration for any individual’s race, religious creed, color, national origin, ancestry, physical disability (including HIV and AIDS), mental disability, medical condition (meaning cancer or genetically-related disease or disorder), marital status, sex (gender), sexual orientation, gender identity, age (meaning over 40), or pregnancy, childbirth, related medical conditions, or any other factor protected from discrimination by federal, state or local laws. Except if there is a bona fide occupational qualification or a business necessity that is reasonably necessary to secure the safe and efficient operation of the business, equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and termination. REI does not tolerate any illegal discrimination or harassment, whether verbal, physical or visual. If you believe that you have been treated unfairly or harassed in any way during this employment application process, please call the Personnel Manager at (831) 633-4420 immediately. REI prohibits retaliation by anyone against those who make a report of suspected unfair treatment or harassment. If you need a reasonable accommodation in order to complete this application or in any step of the interview process, please inform the Personnel Manager.

**AT-WILL EMPLOYMENT** – Employment at REI is at the will of REI and the employee. An employee can quit at any time for any reason, with or without notice. REI can dismiss an employee at any time for any reason, with or without notice. Only the President of REI can enter into employment contracts on behalf of REI that modify this “at will” relationship. Any employment contract must be in writing.

**PHYSICAL EXAMS & DRUG TESTING** – All job offers for the position of Truck Drivers are conditional upon passing, to the satisfaction of REI, one or more of the following post-offer, pre-employment tests: Physical Exam, Drug Test

**DRIVER’S LICENSE AND DMV PRINTOUTS** – If the job being applied for requires the driving of a vehicle on public roads, then all job offers are conditional upon the applicant showing a valid California driver’s license and providing a DMV printout showing authorization to drive and the ability to be insured by REI’s insurance at standard rates.

**RIGHT TO WORK IN U.S.** – All job offers are conditional upon the job applicant providing proper proof of his or her right to work in the United States, and if applicable, his or her right to work as a minor.

**EMPLOYEE PACKET** – All employees are subject to the policies contained in the employee packet. All job applicants may review a copy of the employee packet if they ask to do so. The employee packet is property of REI and applicants may not take the employee packet off Company premises.

**MISREPRESENTATIONS** – REI is relying on the information that you provide on this Application, in the documents you provide to REI and during any interview(s). You must complete the application fully to be considered for a job. If you knowingly make any misrepresentation or omission, your application and any job offers may be withdrawn, and, if the falsehood is not discovered until after you are employed, then your employment may be terminated for lack of honesty at any time after your employment begins.

**STALE APPLICATIONS** – This Application is only current for 60 days. If you are not hired within 60 days, a new application will have to be completed in order to be considered for employment after 60 days.

**[This is a Cover Sheet to protect privacy. Application questions begin on the next page.]**

**(Please Print)**

First Name		Middle Name		Last Name	
Street Address			City	State	Zip
Mailing Address (if different from above)			City	State	Zip
List other names used in the past:					
Home Phone		Work Phone:		Cell Phone:	
List the position you are applying for:					
Can you provide proof of your legal right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If no, can you provide proof of your legal authorization to work as a minor? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you are applying for a position that requires you to drive a company vehicle, employment will be conditional upon driving record.					
Have you ever worked here before? <input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, list dates _____					
Date first available for work:			Asking wage:		
How did you learn about us? <input type="checkbox"/> Ad <input type="checkbox"/> Walk-in <input type="checkbox"/> Employment Agency <input type="checkbox"/> Referred by _____					

**Employment Experience** – List your present or last job and go backwards. If you need additional space, please continue on a separate sheet of paper. You may attach a resume, but the following still needs to be completed.

Employer Name					
Address:		City:		State:	Zip:
Phone:					
Dates Employed:		Starting:		Ending:	
Job Title:			Supervisor's Name:		
Job Duties:					
Describe any specialized training, apprenticeship, or skills you received at this job:					
Reason for leaving:					

Employer Name			
Address:		City:	State: Zip:
Phone:			
Dates Employed:	Starting:		Ending:
Job Title:		Supervisor's Name:	
Job Duties:			
Describe any specialized training, apprenticeship, or skills you received at this job:			
Reason for leaving:			

Employer Name			
Address:		City:	State: Zip:
Phone:			
Dates Employed:	Starting:		Ending:
Job Title:		Supervisor's Name:	
Job Duties:			
Describe any specialized training, apprenticeship, or skills you received at this job:			
Reason for leaving:			

**Explanation of Gaps in Employment** – Please explain why you were not employed if there are gaps in your employment history. (Use back of sheet if necessary)

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**Explanation of Terminations** – If you ever had your employment terminated or if you ever quit in lieu of being terminated, please explain. (Use back of sheet if necessary)

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**Prior Addresses** – Please list your prior places of residence for the past 5 years. (Use back of sheet if necessary)

1. _____	City: _____	State: _____
2. _____	City: _____	State: _____
3. _____	City: _____	State: _____

**Education**– List your education, starting with high school. Start with the last school you attended if you did not graduate from high school.

Name of School:	Last Grade Completed:
Type of School: <input type="checkbox"/> Elementary <input type="checkbox"/> Jr. High <input type="checkbox"/> High School <input type="checkbox"/> Trade <input type="checkbox"/> College <input type="checkbox"/> Post-Graduate	
Location of School:	
Diploma / Degree Earned: <input type="checkbox"/> General <input type="checkbox"/> GED <input type="checkbox"/> Other (describe):	
Describe Course of Study:	
*Describe any specialized training, skill building, or apprenticeship activities you engaged in:	
*Describe any honors you have received:	

Name of School:	Last Grade Completed:
Type of School: <input type="checkbox"/> Elementary <input type="checkbox"/> Jr. High <input type="checkbox"/> High School <input type="checkbox"/> Trade <input type="checkbox"/> College <input type="checkbox"/> Post-Graduate	
Location of School:	
Diploma / Degree Earned: <input type="checkbox"/> General <input type="checkbox"/> GED <input type="checkbox"/> Other (describe):	
Describe Course of Study:	
*Describe any specialized training, skill building, or apprenticeship activities you engaged in:	
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Name of School:	Last Grade Completed:
Type of School: <input type="checkbox"/> Elementary <input type="checkbox"/> Jr. High <input type="checkbox"/> High School <input type="checkbox"/> Trade <input type="checkbox"/> College <input type="checkbox"/> Post-Graduate	
Location of School:	
Diploma / Degree Earned: <input type="checkbox"/> General <input type="checkbox"/> GED <input type="checkbox"/> Other (describe):	
Describe Course of Study:	
*Describe any specialized training, skill building, or apprenticeship activities you engaged in:	
*Describe any honors you have received:	

\*You do not have to include any information that may indicate your race, color, gender, national origin, disability, or other legally protected status.

**Language Skills** – This is optional. If you desire to let us know of your ability to interact with Non-English speakers, please indicate any languages, other than English, that you can speak, read, and/or write.

LIST LANGUAGE	FLUENT	GOOD	FAIR
	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write
	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write

**Special Skills and Qualifications** – Provide any additional information, such as special skills and qualifications not already mentioned, that you feel may be helpful in considering your application.

_____
_____
_____

**Job Limitations** – If a job description is attached, please list any essential functions of the job that you cannot perform, or that you cannot perform without direct threat of injury to yourself or others. Also provide suggestions of any accommodations that may allow you to perform those essential functions.

<input type="checkbox"/> Job Description is attached	<input type="checkbox"/> Job Description is NOT attached
_____	
_____	
_____	

**Schedule Availability**

- FULL TIME – I am available and desire to work full-time (35-40).
- PART TIME – I am available and desire to work part-time (less than 35 hours).

List work schedule restrictions below:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
I am Available:	<input type="checkbox"/> All Day From: To:	<input type="checkbox"/> All Day From: To:	<input type="checkbox"/> All Day From: To:	<input type="checkbox"/> All Day From: To:	<input type="checkbox"/> All Day From: To:	<input type="checkbox"/> All Day From: To:	<input type="checkbox"/> All Day From: To:
Comments:							

**NOTE: Work schedules are subject to change, and overtime may be required. No one is hired for any guaranteed number of hours or work times.**

**Relatives and Friends** – List the names of all of your relatives and friends currently working for us. No one will be discriminated against solely for having relatives or friends working for us. However, we have a policy prohibiting an employee from supervising or being supervised by a relative or romantic partner. In addition, supervisors cannot date or be involved in romantic relationships with subordinates. If the job you are applying for would violate one of our policies, it could disqualify you from being hired.

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**References** – Please provide three references that can provide information about your work skills and work habits.

Name:	Phone Numbers
Address:	Work:
Place of Employment:	Home:
Current or Past Relationships: <input type="checkbox"/> Supervisor (best option) <input type="checkbox"/> Co-Worker <input type="checkbox"/> Other (specify):	

Name:	Phone Numbers
Address:	Work:
Place of Employment:	Home:
Current or Past Relationships: <input type="checkbox"/> Supervisor (best option) <input type="checkbox"/> Co-Worker <input type="checkbox"/> Other (specify):	

Name:	Phone Numbers
Address:	Work:
Place of Employment:	Home:
Current or Past Relationships: <input type="checkbox"/> Supervisor (best option) <input type="checkbox"/> Co-Worker <input type="checkbox"/> Other (specify):	

**APPLICANT’S SIGNATURE**

I hereby state that the information provided by me in this application is true and accurate. I also state that I am fully qualified and able to perform the job being applied for, except as I have written above. I also state that I have read and understand the Company policies contained in this application.

**Sign:**\_\_\_\_\_ **Date:**\_\_\_\_\_

# Separate Authorization for Release of Information and Waiver of Potential Claims

To Whom it May Concern:

I am applying for a job at **Randazzo Enterprises, Inc.** located at **13550 Blackie Rd, Castroville, CA 95012** and whose phone number is **(831) 633-4420**.

I hereby authorize Randazzo Enterprises, Inc. to contact the references, past employers, schools, and training institutions listed in the Employment Application (and my resume) or any other person or entity that may have information about my (1) prior employment, or (2) educational experiences, or (3) statements contained in this Application.

I hereby authorize any references, past employers, schools, and training institutions listed in my Employment Application (and my resume) to release to the Company all information about my (1) prior employment, or (2) educational experiences, or (3) statements contained in the Employment Application (and my resume). I hereby waive any potential claim that I may have against any references, past employers, schools, and training institutions listed in my Employment Application (and my resume), and their employees, officers, and directors, for providing information about me to Randazzo Enterprises, Inc.

I hereby agree to waive any claim that I may have against Randazzo Enterprises, Inc. and to defend and hold Randazzo Enterprises, Inc. harmless from any and all claims that may arise from Randazzo Enterprises, Inc. contacting any person or entity described in this release.

A copy or facsimile of this Authorization may be treated and relied upon as if it were an original.

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Applicant's Signature

Date