



EMPLOYMENT APPLICATION

Name _____ Position Applied For _____
 Phone No. _____ Alternate No. _____ Email _____
 Address _____ City _____ State _____ Zip _____
 Length of Residence _____ Social Security No. _____

Receipt of this application does not imply that the applicant will be employed or offered employment. The application will be active for six months. If you have not been employed within six months of the date of application and still wish to seek employment with Richards Industries, you must file a new application.

EMPLOYMENT HISTORY (Use additional sheet if necessary)

List all employment starting with most recent employer. Account for all periods including unemployment and service with U.S. Armed Forces.

Company Name	Job Title	Employment dates
		From: To:
Address	Duties performed, skills used or learned, advancements or promotions	Reason for leaving
Phone	Immediate Supervisor	Last salary/wage

Company Name	Job Title	Employment dates
		From: To:
Address	Duties performed, skills used or learned, advancements or promotions	Reason for leaving
Phone	Immediate Supervisor	Last salary/wage

Company Name	Job Title	Employment dates
		From: To:
Address	Duties performed, skills used or learned, advancements or promotions	Reason for leaving
Phone	Immediate Supervisor	Last salary/wage

REFERENCES

Please provide five professional/employer references below:

NAME	TITLE	COMPANY	CONTACT INFORMATION	
			PHONE	EMAIL

Legally eligible for employment in USA? Yes No Do you smoke? Yes No

Have you applied with Richards Industries before? Yes No

May we contact your present employer for references? Yes No (If yes, see disclosure authorization on last page)
 Comment _____

If employed by Richards Industries, when can you start? _____

What is your wage/salary requirement? _____

How did you learn about Richards Industries? Advertisement, Friend, Relative, Employment Agency,
 Other _____

EDUCATIONAL HISTORY

Circle Highest grade completed	Graduate School		College				High School - Grammar School											
	Ph.D.	MA/MS	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1

NAME & ADDRESS OF SCHOOL **MAJOR** **GRADE AVERAGE** **GRADE COMPLETED OR DEGREE**

College or University: _____

Technical School: _____

High School: _____

Other Schools/Courses: _____

Please list academic honors, scholarships, memberships in academic honorary societies or participation in or offices held in professional organizations (exclude anything indicative of age, sex, race, religion, color, national origin or handicap):

Other non-paid or volunteer work, special skills or experience that better qualifies you for position:

MILITARY SERVICE RECORD

Branch _____ Dates _____ Last Rank _____

Duties/Special Training: _____

CRIMINAL RECORD

Have you ever been convicted of a crime (misdemeanor or felony)? Yes No If yes, please explain the charges and any penalties.

***A conviction will not necessarily disqualify you from employment consideration. Factors such as date of conviction, nature of the offense and rehabilitation efforts will be evaluated.**

PLEASE COMPLETE THE FOLLOWING INFORMATION AFTER YOU HAVE READ THE JOB DESCRIPTION:

Have you read the job description/requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you understand the job description/requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can you perform the essential functions of the job with or without reasonable accommodation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

PLEASE READ CAREFULLY BEFORE SIGNING:

- * All information in this application is true, complete, and correct, and I agree that any falsification, omission, or incorrect information is a ground for refusal to hire or, if hired, to terminate me from employment at any time.
- * I hereby give my consent to Richards Industries, Inc. to conduct a full investigation of me and my previous employment, education, criminal conviction record, credit history, and driving record (if the job for which I am applying requires me to drive a vehicle).
- * I hereby authorize any former employer, person, firm, corporation, or government agency to answer any and all questions and to release or provide any information or opinions within their knowledge or records. I agree to hold any or all of them blameless and free of any liability for releasing any information or opinions that is within their knowledge or records.
- * If offered employment, I understand that the offer is conditioned upon successful completion of a pre-employment drug screening test, physical examination(s), and/or psychological test(s). I also voluntarily consent to the release of such test results to Richards Industries, Inc. personnel.
- * I understand and agree that if employed, I will be an employee-at-will and my employment may be terminated at will, at any time, and with or without cause. There will be no set term or tenure of employment, express or implied, except as may be set forth in a written employment agreement, signed by me and a duly authorized Richards Industries representative.
- * I have carefully read the arbitration agreement attached to and made a part of this employment application. I understand that by signing the arbitration agreement, I agree to be bound by that agreement and to submit to final and binding arbitration all claims, except as otherwise provided in that agreement, for which a court otherwise would be authorized to grant relief, which in any way arise out of or relate to my employment with Richards or the termination of my employment with Richards.

DATE _____ SIGNATURE _____

EQUAL EMPLOYMENT OPPORTUNITY - Richards Industries, as a matter of policy, does not discriminate against any employee or applicant for employment because of race, color, sex, age, religion, or national origin, disability, or status as a Vietnam Era or Special Disabled Veteran. This policy of nondiscrimination shall be applicable to matters of hiring, upgrading, promotions, transfers, layoff, terminations, rate of pay, selection for training, recruitment, and recruitment advertising. Richards Industries maintains an Affirmative Action Program to implement our Equal Employment Opportunity Policy. Employees or applicants who wish to review appropriate portions of this program to see how it benefits them may do so through the Human Resources Department. Richards Industries also complies with applicable state and local laws governing nondiscrimination in employment.

HIGH SCHOOL RECORD RELEASE FORM

Complete the top portion of this form only.

1. I hereby authorize and instruct you to furnish RICHARDS INDUSTRIES, INC. this information (including transcripts) from my records in connection with employment consideration with their company.

Name: _____ (Please type or print) Social Security # _____ - _____ - _____

School Name: _____

Address: _____ (Street) _____ (City) _____ (State) _____ (Zip Code)

Dates Attended: _____ / _____ / _____ to _____ / _____ / _____

Signature: _____ Today's Date: _____

Give last name used in school records if different from above: _____

APPLICANT: PLEASE FILL IN ALL BLANKS ABOVE ONLY!

2. The subject noted is applying for employment. Your cooperation in giving the following data from your records will be appreciated. Please include a copy of transcripts.

Name: _____ Average grade or GPA: _____

Dates of Attendance: From: _____ / _____ / _____ to _____ / _____ / _____

Graduated: Yes No If "yes," what type of degree received: _____

If "No," what was the grade classification: _____

Subject's major: _____ Standing in class: _____

Fail any courses? Yes No If "Yes," how many? _____

Attendance records: Satisfactory Unsatisfactory

Conduct records: Satisfactory Unsatisfactory

Ever on probation? Yes No If "Yes," dates and reasons: _____

Other significant factors (Honors, IQ, Extracurricular activities): _____

INFORMATION FURNISHED BY: Name: _____

Title: _____

School: _____

Date: _____

PLEASE RETURN TO: RICHARDS INDUSTRIES, HUMAN RESOURCES DEPT.
3170 WASSON RD., CINCINNATI, OH 45209

UNIVERSITY RECORD RELEASE FORM

Complete the top portion of this form only.

1. I hereby authorize and instruct you to furnish RICHARDS INDUSTRIES, INC. this information (including transcripts) from my records in connection with employment consideration with their company.

Name: _____ (Please type or print) Social Security # _____ - _____ - _____

School Name: _____

Address: _____ (Street) _____ (City) _____ (State) _____ (Zip Code)

Dates Attended: _____ / _____ / _____ to _____ / _____ / _____

Signature: _____ Today's Date: _____

Give last name used in school records if different from above: _____

APPLICANT: PLEASE FILL IN ALL BLANKS ABOVE ONLY!

2. The subject noted is applying for employment. Your cooperation in giving the following data from your records will be appreciated. Please include a copy of transcripts.

Name: _____ Average grade or GPA: _____

Dates of Attendance: From: _____ / _____ / _____ to _____ / _____ / _____

Graduated: Yes No If "yes," what type of degree received: _____

If "No," what was the grade classification: _____

Subject's major: _____ Standing in class: _____

Fail any courses? Yes No If "Yes," how many? _____

Attendance records: Satisfactory Unsatisfactory

Conduct records: Satisfactory Unsatisfactory

Ever on probation? Yes No If "Yes," dates and reasons: _____

Other significant factors (Honors, IQ, Extracurricular activities): _____

INFORMATION FURNISHED BY: Name: _____ Title: _____

School: _____ Date: _____

PLEASE RETURN TO : RICHARDS INDUSTRIES, HUMAN RESOURCES DEPT.
3170 WASSON RD., CINCINNATI, OH 45209

Voluntary Affirmative Action Information

(Completion of Information Below is Voluntary)

We consider applicants for all positions without regard to race, color, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

Date ____ / ____ / ____

POSITION(S) APPLIED FOR _____

REFERRAL SOURCE

ADVERTISEMENT EMPLOYEE RELATIVE WALK-IN SCHOOL

GOVERNMENT EMPLOYMENT AGENCY PRIVATE EMPLOYMENT AGENCY

OTHER _____ NAME OF SOURCE (IF APPLICABLE) _____

APPLICANT'S NAME _____ () _____ - _____
LAST FIRST MIDDLE AREA CODE PHONE

ADDRESS _____
STREET CITY STATE ZIP CODE

As required, we comply with government regulations including Affirmative Action obligations where they apply.

In an effort to comply with requirements regarding government record keeping, reporting and other legal obligation, we ask that you complete this applicant data survey. Your cooperation is appreciated.

Please note that your survey is not a part of your official application for employment. It is considered confidential information that will not be used in any hiring decision.

CHECK ONE MALE FEMALE

CHECK ONE OF THE FOLLOWING RACE/ETHNIC GROUPS

HISPANIC ISLANDER BLACK WHITE AMERICAN INDIAN/ALASKAN NATIVE ASIAN/PACIFIC

CHECK IF ANY OF THE FOLLOWING ARE APPLICABLE

VIETNAM ERA VETERAN DISABLED VETERAN HANDICAPPED INDIVIDUAL

For Personnel Department Use Only

POSITION(S) APPLIED FOR _____ AVAILABLE NOT AVAILABLE

OTHER POSITIONS CONSIDERED FOR _____

HIRED..... YES NO

DATE OF HIRE ___/___/___

POSITION HIRED FOR _____

EEO CLASSIFICATION _____

- | | | |
|---------------------------|----------------------------|------------------------------|
| 1. Officials and Managers | 4. Sales | 7. Operatives (semi-skilled) |
| 2. Professionals | 5. Office and Clerical | 8. Laborers (unskilled) |
| 3. Technicians | 6. Craft Workers (skilled) | 9. Service Workers |

NOTES _____

COMPLETED BY _____

DATE ___/___/___