

**P O BOX 436
VALLEY CITY, OH 44280**



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Employment Application

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available		Social Security No.		Desired Salary	
Position Applied for					
Are you a citizen of the United States?		YES	NO	If no, are you legally eligible for employment in the U.S.?	
Have you ever worked for this company?		YES	NO	If so, when?	
Have you ever been convicted of a crime other than a minor traffic offense?		YES	NO	If yes, explain	
Are you over 18 years old ? <input type="checkbox"/> YES <input type="checkbox"/> NO If not, can you provide required proof of your eligibility to work? <input type="checkbox"/> YES <input type="checkbox"/> NO					

EDUCATION					
High School			Address		
From	To	Did you graduate?	YES	NO	Degree
College			Address		
From	To	Did you graduate?	YES	NO	Degree
Other			Address		
From	To	Did you graduate?	YES	NO	Degree

REFERENCES	
Please list three professional references.	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

Are you currently employed? Yes No On what date would you be available for work? _____

Are you currently on "lay-off" status and subject to recall? Yes No

Have you ever been discharged or asked to resign from a job? Yes No If yes, explain _____

Explain any gaps in work history: _____

Can you travel if a job requires it? Yes No

If necessary for the job, are you able to: Work overtime? Yes No

Provide a valid Ohio Driver's License? Yes No

Please indicate any languages you can speak, read and/or write fluently: _____

Describe any specialized training, apprenticeship, skills, including office and software skills, and extra-curricular activities:

State any additional information you feel may be helpful to us in considering your application:

PREVIOUS EMPLOYMENT: LIST LAST EMPLOYER FIRST . (IF ANY EMPLOYMENT WAS UNDER A DIFFERENT NAME, INDICATE NAME)						
Company			Phone ()			
Address			Supervisor			
Job Title		Starting Salary \$		Ending Salary \$		
Responsibilities			FT		PT NO OF HRS	
From	To	Reason for Leaving				
May we contact your previous supervisor for a reference?			YES		NO	
Company			Phone ()			
Address			Supervisor			
Job Title		Starting Salary \$		Ending Salary \$		
Responsibilities			FT		PT NO OF HRS	
From	To	Reason for Leaving				
May we contact your previous supervisor for a reference?			YES		NO	
Company			Phone ()			
Address			Supervisor			
Job Title		Starting Salary \$		Ending Salary \$		
Responsibilities			FT		PT NO OF HRS	

From	To	Reason for Leaving
May we contact your previous supervisor for a reference?		YES NO

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

RUSTY OAK NURSERY, LTD. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST OTHERWISE QUALIFIED APPLICANTS ON THE BASIS OF RACE, COLOR, RELIGION, CREED, GENDER, NATIONAL ORIGIN, AGE, DISABILITY OR HANDICAP, MARITAL OR VETERAN STATUS, SEXUAL ORIENTATION, OR ANY OTHER LEGALLY PROTECTED STATUS.
THIS APPLICATION FOR EMPLOYMENT IS GOOD FOR 30 DAYS ONLY. CONSIDERATION FOR EMPLOYMENT AFTER 30 DAYS REQUIRES A NEW APPLICATION, IF APPLICATIONS ARE BEING ACCEPTED AT THAT TIME.

DISCLAIMER AND SIGNATURE	
<p>I certify that my answers are true and complete to the best of my knowledge and authorize Rusty Oak Nursery, Ltd. to verify their accuracy and to obtain reference information on my work performance. I hereby release Rusty Oak Nursery, Ltd. from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.</p> <p>I hereby understand and acknowledge that, if employed, false or misleading information of any kind given in my application or interview (s) or omissions of facts called for on this application shall be considered sufficient basis for dismissal.</p> <p>I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and "at will" and that either I or the Employer may terminate my employment at any time with or without notice or cause.</p>	
Signature	Date

For Personnel Department Use Only

Arrange Interview: Yes No

Remarks: _____

Employed: Yes No Date of Employment: _____ Job Title: _____

Hourly Rate _____ By: _____ Date: _____
Name and Title

Notes: _____

