



Employment Application

Last: _____ First: _____ Middle: _____

Previous name(s) if any, used for work or educational records: _____

Address (Number & Street): _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Alternate Phone: _____

E-mail Address: _____

Are you authorized to work in the United States? Yes No

Are you at least 18 years of age or older? Yes No

CONTACT INFORMATION

I am related to the following Ruby Has Employee(s): _____

Have you ever worked for Ruby Has or one of our affiliates? Yes No

If yes, list dates employed: _____ Reason for leaving: _____

Department: _____ If you worked under another name please provide: _____

Have you ever worked at Ruby Has through a temporary agency? Yes No

If yes, indicate dates and agency name: _____

REFERRAL SOURCE

How did you hear about employment opportunities Ruby Has?

Rubyhas.com Job Fair Monster.com Craigslist.com Other: _____

Employee Referral/ Name: _____ Current Former employees who are identified may be eligible for a referral bonus.

Identify position(s) of interest; please include the job posting number and job title for each position.

Your availability is an important part of evaluating your application. Many of our positions require us to hire individuals who have evening and weekend availability.

1 st Choice:	2 nd Choice:
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Please indicate your salary expectations:

AVAILABILITY

Date Available to Start: _____ Desired Number of Hours Per Week: _____

I am interested in the following type(s) of positions:

Full-time Part-time Relief / Per Diem Internship Volunteer Opportunities

Relief and Per Diem positions do not have regular scheduled hours, individuals who fill these roles work only as needed.

Sometimes we operate late and on weekends. Please indicate the times you are available:

Availability	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
From						
To						

EMPLOYMENT HISTORY

Complete your job history in chronological order with no gaps starting with your current or most recent job for at least the last seven (7) years. Please fill out all sections. If you need additional space, please provide a separate sheet. Please make sure to include all work history that is relevant to the job you are applying for. We encourage you to include a copy of your resume with your application to highlight additional experiences you may have.

Employer & Address	Supervisor's Name/Phone Number	Type of Position/Responsibility	Dates		Reason for Leaving	Status
			Start Mo/Yr	End Mo/Yr		FT/ PT

If you have additional work history, please attach a separate sheet with the information and attach with this application. May we contact your current employer? Yes No If not, please indicate reason: _____

CERTIFICATIONS & LICENSES

State:	Type:	Subject / Field / Area / Certification #:	Effective Date:	Expiration Date:

SKILLS/ADDITIONAL ASSETS

LANGUAGES SPOKEN

English Spanish Other (List): _____

EDUCATION			
<i>Only diplomas and degrees from institutions accredited by a nationally recognized agency will be accepted.</i>			
Name of School & Location	Major /Program	Number of Years Attended	Degree (Check All That Apply)
			<input type="checkbox"/> Currently Enrolled <input type="checkbox"/> Did Not Graduate <input type="checkbox"/> HS Diploma Obtained <input type="checkbox"/> GED Obtained
College / University (City/State)			<input type="checkbox"/> Currently Enrolled <input type="checkbox"/> Did Not Graduate <input type="checkbox"/> Associates Obtained <input type="checkbox"/> Bachelors Obtained
Graduate School (City/State)			<input type="checkbox"/> Currently Enrolled <input type="checkbox"/> Did Not Graduate <input type="checkbox"/> Masters Obtained <input type="checkbox"/> Post Masters Obtained Other: _____

PROFESSIONAL REFERENCES				
<i>Please identify three (3) individuals (current/former supervisors, professors, or advisors) who can attest to your character, reputation, personal qualifications and/or verify the applicant's history of employment or related experience, work record and other qualifications. DO NOT LIST FRIENDS, RELATIVES OR CO-WORKERS.</i>				
Name	Occupation, Company	City, State	Phone Number	Relationship

Affirmation & Release

Complete responses to each item must be supplied or the application may not be considered.

I certify that the information I have supplied on this application for employment is true and complete. Any falsifications, misrepresentations or omissions of fact may be grounds for rejection of my application or dismissal from employment. This application for employment shall be considered active for a one-year period.

I understand that no offer is hereby made, nor is a contract for employment created, by this application. If hired, my employment is at-will and can be terminated at any time with or without notice, for any reason.

Ruby Has and its affiliates are authorized to investigate all statements made on my application and to discuss the results of its investigations with those responsible for hiring. Ruby Has may also contact my former employer(s) or other persons who can verify information.

I have read and agree to the conditions stated above. I authorize verification of all statements made on this application and release from liability any person or organization providing information to Ruby Has and/or its affiliates.

Please _____ Print _____ Name: _____

Signature of Applicant (required): _____ Date: _____