



RELIABLE SOURCE INC.

Reliable Source Inc.

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EMPLOYMENT APPLICATION

It is our policy to provide equal employment opportunities and will not unlawfully consider any factors of race, religion, age, creed, national origin, gender, disability veteran or military status, genetic information or any and all other unlawful biases regarding federal, state or local laws with regard to workers or applicants.

TO BE CONSIDERED FOR EMPLOYMENT, ALL APPLICANTS MUST FILL OUT THIS FORM COMPLETELY. THIS APPLICATION WILL BE GIVEN EVERY CONSIDERATION, BUT ITS RECEIPT DOES NOT IMPLY THAT THE APPLICANT WILL BE EMPLOYED BY OUR COMPANY. THIS FORM BECOMES A PART OF YOUR EMPLOYMENT RECORD IF YOU ARE HIRED. THIS APPLICATION IS ONLY VALID FOR 30 DAYS.

TODAY'S DATE: _____

PERSONAL INFORMATION

Name *(First, Middle, and Last)*:

Current Address:

City: _____ St: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Are you at least 18 years old? ☐ Yes ☐ No *(If under 18 hire is subject to verification that you are of minimum legal age.)*

Have you worked or do you have work experience or education under a different name? If so, please list here.

(First, middle, and last names): _____ .

If hired, can you present evidence that you have the legal right to work in the United States? ☐ Yes ☐ No

Can you perform the essential functions of the job that you are applying for with or without reasonable accommodation?

☐ Yes ☐ No *(If no, please describe the functions that cannot be performed. Note: We comply with ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform the essential functions.)*

How were you referred to us? Please check one. *(If employee referral or other, please explain.)*

☐ Reliable Source Website ☐ Internet Ad ☐ Social Media Site ☐ Walk In ☐ Employee Referral ☐ Other

EMPLOYMENT APPLICATION CONTINUED

WORK INTEREST

Position applied for: _____

Employment type desired: ☐ Part-time ☐ Full-time Shift preferred: ☐ Morning ☐ Afternoon ☐ Evening

Will you accept part time work: ☐ Yes ☐ No Will you accept temporary work: ☐ Yes ☐ No

What days and hours can you work: _____

Please indicate the hours you would be willing to work when scheduled or requested:

☐ Overtime ☐ Weekends ☐ Holidays ☐ Rotation

Date available to start: _____ Minimum salary desired: _____

Have you ever filed an application with our company before? ☐ Yes ☐ No When: _____

Have you ever interviewed with our company before? ☐ Yes ☐ No When: _____

Briefly state your interest in employment with Reliable Source, Inc?

If asked to drive on behalf of the company, are you willing to do so and have a valid drivers' license? ☐ Yes ☐ No

Do you have any relatives working at Reliable Source, Inc.? If yes, please list them below. ☐ Yes ☐ No

(Please list their name and department): _____

SKILLS & QUALIFICATIONS

Please check the common office software you have experience using:

☐ Microsoft Word ☐ Microsoft Excel ☐ Microsoft Outlook ☐ Microsoft Access ☐ Adobe Acrobat

Please check the common office skills you possess:

☐ Shorthand ☐ Data entry ☐ 10-Key Typing speed: _____ words per minute

Please specify any other additional skills or software that should be considered for the position you are applying for:

CERTIFICATIONS / LICENSES

Please complete this section if required for the job position you are applying for.

Type: _____ Number: _____

Agency or state issued: _____ Date issued: _____

Type: _____ Number: _____

Agency or state issued: _____ Date issued: _____

Type: _____ Number: _____

Agency or state issued: _____ Date issued: _____

EMPLOYMENT APPLICATION CONTINUED

EMPLOYMENT HISTORY

List the names of employers starting with your most recent employer. The last seven years of employment history is sufficient. Account for all periods, including military service. If self-employed, list your business name or description of the business nature and provide additional references. For periods of employment, please list month and year.

Are you currently employed? ☐ Yes ☐ No May we contact your current employer? ☐ Yes ☐ No

Employer #1: _____ Business type: _____

Address: _____

Job title: _____ Start / End date: _____ to _____

Supervisor / title: _____ ph: _____

Job duties: _____

Reason for leaving: _____ May we contact this employer? ☐ Yes ☐ No

Employer #2: _____ Business type: _____

Address: _____

Job title: _____ Start / End date: _____ to _____

Supervisor / title: _____ ph: _____

Job duties: _____

Reason for leaving: _____ May we contact this employer? ☐ Yes ☐ No

Employer #3: _____ Business type: _____

Address: _____

Job title: _____ Start / End date: _____ to _____

Supervisor / title: _____ ph: _____

Job duties: _____

Reason for leaving: _____ May we contact this employer? ☐ Yes ☐ No

Employer #4: _____ Business type: _____

Address: _____

Job title: _____ Start / End date: _____ to _____

Supervisor / title: _____ ph: _____

Job duties: _____

Reason for leaving: _____ May we contact this employer? ☐ Yes ☐ No

Please explain any gaps in employment:

EMPLOYMENT APPLICATION CONTINUED

EDUCATION

High School: _____ # of Years: _____

Address: _____ Graduated? ☐ Yes ☐ No

College: _____ # of Years: _____

Address: _____ Graduated? ☐ Yes ☐ No

Degree type: _____ Major: _____

College: _____ # of Years: _____

Address: _____ Graduated? ☐ Yes ☐ No

Degree type: _____ Major: _____

Graduate School: _____ # of Years: _____

Address: _____ Graduated? ☐ Yes ☐ No

Degree type: _____ Program: _____

Business / Technical: _____ # of Years: _____

Address: _____ Graduated? ☐ Yes ☐ No

Degree type: _____ Program: _____

BUSINESS REFERENCES

List three references who are not relatives or personal friends that you have worked with either as a co-worker, supervisor or business associate currently or in the last seven years.

Reference #1: _____ Occupation: _____

Years known: _____ Email: _____ ph: _____

Reference #2: _____ Occupation: _____

Years known: _____ Email: _____ ph: _____

Reference #3: _____ Occupation: _____

Years known: _____ Email: _____ ph: _____

LANGUAGES

Speak proficiently: _____ Read proficiently: _____

MILITARY SERVICE

Military service? ☐ Yes ☐ No Did you obtain any skills that translate to the job applying for? ☐ Yes ☐ No

If yes, please explain how skills translate:

EMPLOYMENT APPLICATION CONTINUED

ADDITIONAL TERMS AND CONDITIONS OF EMPLOYMENT

READ THIS SECTION PRIOR TO PROVIDING YOUR INITIALS AND SIGNATURE BELOW.

Initials: _____

I certify that the answers given by me to the foregoing questions and statements on the employment application and/or during the employment interview process are true and correct without any consequential omissions of any kind whatsoever. I understand that any misleading or incorrect statements may render this application void and, if employed, would be cause for my termination. I further agree that the Company shall not be liable in any respect if my employment is terminated because of falsity of statements, answers or omissions made by me in this application.

I understand that this application is designed for use with several types of jobs and some questions may not be completely applicable to the position for which I am applying.

I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release **the Company** my former employers, schools, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure

I understand that I may be required to have a medical examination and/or drug and alcohol test after an offer of employment has been made and prior to the commencement of my employment duties. A favorable result on the medical examination and/or drug and alcohol test would be a condition of my employment or commencement of any employment duties as well as any time throughout my employment according to company policy.

I realize that operating conditions may require me to work shifts or work hours scheduled other than the one for which I am applying and I agree to such scheduling change as directed by my supervisor or the management.

I understand that my employment is not for a specified or definite term and that I may resign, or I may be discharged, at any time, for any reason, with or without good cause and with or without prior notice. I further understand that this policy cannot be changed or amended except by written agreement signed by me and by a corporate officer. I understand that this is an application for employment and that no employment contract is being offered.

I also understand that a background check by a third party and credit check (as allowed by State law) may be required as well. The Company will adhere to all regulations in accordance with the Fair Credit Reporting Act (FCRA) prior to running such checks. Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by **the Company** I am entitled to copies of any such public records obtained by **the Company** unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

☐ I waive receipt of a copy of any public record described in the paragraph above.

I have read and understand the foregoing and I agree unconditionally to the foregoing.

Signature: **X** _____

Date: _____

Printed Name: _____