

# Employment application



**An equal opportunity employer.** It is the policy of Zehnder Rittling to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, age, national origin, sexual orientation, marital status, disability, or any other characteristic protected by law.

Our process of selecting an employee includes substance testing.

You may choose to either mail the completed application to the address below, or email it to: [hr@zehnder-rittling.com](mailto:hr@zehnder-rittling.com).

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
First/Middle/Last

email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Permanent address: \_\_\_\_\_  
House Number/Street/Apt. # City State Zip Code

Shift Preference:  First  Second  Third

Applying for:  Full time  Part time  Summer/seasonal  Co-op/internship

Days available:  
 Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday  All

Dates available: \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_

Minimum required wage: \_\_\_\_\_

Desired position: \_\_\_\_\_

Are you 18 years of age or older?  Yes  No

Are you lawfully entitled to work in the United States?  Yes  No

Have you previously applied to, been interviewed by, or been employed by a Zehnder company?  Yes  No

If yes, indicate dates and for what position: \_\_\_\_\_

How were you referred to our company? \_\_\_\_\_

# Employment history



Start with the most recent position, include all prior employment using an additional sheet if necessary. Account for all gaps of unemployment.

Are you currently employed?  Yes  No

Hire date (MM/YY)	End date (MM/YY)	Starting position title	Current/last position title
Name of company		Street address (city, state, zip code)	
Description of duties			
Supervisor's name		Supervisor's title	Supervisor's phone number
Reason for seeking change			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no please explain:	

Hire date (MM/YY)	End date (MM/YY)	Starting position title	Current/last position title
Name of company		Street address (city, state, zip code)	
Description of duties			
Supervisor's name		Supervisor's title	Supervisor's phone number
Reason for seeking change			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no please explain:	

Hire date (MM/YY)	End date (MM/YY)	Starting position title	Current/last position title
Name of company		Street address (city, state, zip code)	
Description of duties			
Supervisor's name		Supervisor's title	Supervisor's phone number
Reason for seeking change			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no please explain:	

Have you ever been involuntarily terminated from employment?  Yes  No

If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_

# Education



Name and address	Last grade completed	Did you graduate?	Course of study/concentration (include details)
High school	9 10 11 12 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	
College	1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Graduate and/or special schools, trade schools, vocational schools	1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	

If you did not graduate high school, did you receive a G.E.D.?  Yes  No

If yes, date completed: \_\_\_\_\_

## Other training/achievements

Have you served in the United States military?  Yes  No

Branch of service: \_\_\_\_\_

Description of duties: \_\_\_\_\_

\_\_\_\_\_

Description of education or training received in the military: \_\_\_\_\_

\_\_\_\_\_

## Special skills

Machines operated, special courses, computers, typing, special licenses, permits, certificates, etc.:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# References

## Excluding relatives



Name
Company
Title
Address
Phone Number

Name
Company
Title
Address
Phone Number

Name
Company
Title
Address
Phone Number

Name
Company
Title
Address
Phone Number

## Applicant acknowledgement

### Accuracy of Information

I certify that the information contained in my application is complete and correct and understand that any falsification or misrepresentation of the information will disqualify me from consideration for employment or, if hired, may result in termination of employment.

### References

I authorize Zehnder Rittling, and any independent agency acting on behalf of the company, to request and receive information from various parties to assist in verifying the accuracy of my application and in evaluating my candidacy for employment. I release the parties supplying such information as well as Zehnder Rittling, its owners, directors, affiliates, employees and agents, from any and all liability and responsibility arising out of the release and receipt of this information.

### Substance Abuse Policy

I understand that if I am offered employment, I will be required to submit to a required drug/alcohol test at a company selected facility paid for by the company and that such offer of employment is contingent upon passing this test. I understand that the company maintains an alcohol-free and drug-free workplace and if hired I will be required to abide by the policy, including the possibility of additional and/or random testing.

### Employment-at-Will

If I am hired, I understand and agree that my employment will be terminable at will; that is, either the company or I may terminate the employment relationship at any time for any reason or no reason, with or without notice. I understand that except for the company president, no company representative has the authority to alter this employment-at-will relationship and if hired I will not rely on any such promises, representations or agreements regarding continued employment unless made in writing by the company president.

Name: \_\_\_\_\_ Date: \_\_\_\_\_