

## Application for Employment

Please complete all entries on the application. If the question doesn't apply to you, please put "N/A" in the blank provided for the answer. Incomplete answers may disqualify your application from consideration for employment.

### General Information:

Name \_\_\_\_\_ Date \_\_\_\_\_  
(First) (Middle Initial) (Last)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Alt # \_\_\_\_\_

Position you are applying for: \_\_\_\_\_ Desired Salary \_\_\_\_\_

How did you hear about the job opening or our company? \_\_\_\_\_

### Some History:

Have you ever been employed with any branch of The Ronco Group before? Yes  No

If yes, when & where? \_\_\_\_\_

Have you ever applied for a position with any branch of The Ronco Group before? Yes  No

If yes, please explain: \_\_\_\_\_

Please list any family members currently employed with any branch of The Ronco Group:  
\_\_\_\_\_

### Your Availability:

When are you available to begin work? \_\_\_\_\_

Are you available for full-time & shift work? Yes  No

Are you able to work overtime if needed? Yes  No

Do you have any obligations that would keep you from work related travel? Yes  No

If yes, please explain: \_\_\_\_\_

Are you legally eligible for employment in the United States? Yes  No

### Education & Training:

School	Name of School, City & State	Course of Study	No of Years Completed	Did you graduate?	Degree or Diploma
Graduate				Yes <input type="checkbox"/> No <input type="checkbox"/>	
College				Yes <input type="checkbox"/> No <input type="checkbox"/>	
Business/Trade Technical				Yes <input type="checkbox"/> No <input type="checkbox"/>	
High School				Yes <input type="checkbox"/> No <input type="checkbox"/>	

Any other special training or skills (languages, machine operation, licensing or certifications):  
\_\_\_\_\_  
\_\_\_\_\_

## Application for Employment

(Page 2)

Please complete all entries on the application. If the question doesn't apply to you, please put "N/A" in the blank provided for the answer. Incomplete answers may disqualify your application from consideration for employment.

### Work Experience:

Please list **all employers in order beginning with the most recent employer**. Please complete all spaces provided. Employment history should go back at least 5 years, if you need additional space, please ask for an additional form to complete. Omission of employment history can be grounds for disqualification.

Company Name	_____			
Address	_____			
City & State	_____	Phone Number	_____	
Job Title	_____			
Dates of employment	_____	to	_____	Pay _____ Per _____
	(Month & Year)		(Month & Year)	(\$ Amount) (Hour,Week,Etc)
Reason for Separation:	_____			
Describe job duties:	_____			
	_____			

Company Name	_____			
Address	_____			
City & State	_____	Phone Number	_____	
Job Title	_____			
Dates of employment	_____	to	_____	Pay _____ Per _____
	(Month & Year)		(Month & Year)	(\$ Amount) (Hour,Week,Etc)
Reason for Separation:	_____			
Describe job duties:	_____			
	_____			

Company Name	_____			
Address	_____			
City & State	_____	Phone Number	_____	
Job Title	_____			
Dates of employment	_____	to	_____	Pay _____ Per _____
	(Month & Year)		(Month & Year)	(\$ Amount) (Hour,Week,Etc)
Reason for Separation:	_____			
Describe job duties:	_____			
	_____			

Company Name	_____			
Address	_____			
City & State	_____	Phone Number	_____	
Job Title	_____			
Dates of employment	_____	to	_____	Pay _____ Per _____
	(Month & Year)		(Month & Year)	(\$ Amount) (Hour,Week,Etc)
Reason for Separation:	_____			
Describe job duties:	_____			
	_____			



## Application for Employment

(Page 3)

Please complete all entries on the application. If the question doesn't apply to you, please put "N/A" in the blank provided for the answer. Incomplete answers may disqualify your application from consideration for employment.

---

---

### Work Experience (Continued):

Please explain any gaps in your employment history: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Military Background:

Did you serve in the U.S. Armed Forces? Yes  No

If Yes, What branch? \_\_\_\_\_

Describe any training relevant to the position you are applying for: \_\_\_\_\_

\_\_\_\_\_

### Criminal Background:

Answering the following questions truthfully does not necessarily make you ineligible for hire. Not being truthful about the following questions will disqualify you from an opportunity of employment with the company.

Have you ever been convicted of a felony? Yes  No

If yes, when? \_\_\_\_\_

If yes, please explain? \_\_\_\_\_

\_\_\_\_\_

### Professional References:

Name	Company	Professional Relationship (your boss, subordinate, co-worker, etc)	Phone #

### Your Commitment:

The information in this Application for Employment is **true, correct, & complete**. If employed, any misstatement or omission of fact on this application may result in my dismissal.

Consideration for employment is conditional upon the results of the confirmation of the statements on this application being true & accurate. I authorize The Ronco Group to investigate all statements above, including but not limited to, a criminal background check, contacting former employers and references unless otherwise noted above.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



## Voluntary Self Identification Form

The Equal Employment Opportunity Commission (EEOC) requires organizations with 100 or more employees to complete an EEO-1 report each year. The EEOC has recently announced several changes to the job categories and rearranged its race and ethnicity groupings. Therefore, we are asking employees to complete a new voluntary self-identification sheet below so that we can properly update our records according to these new report requirements.

**Completion of this data is voluntary and will not affect your opportunity for employment or terms or conditions of employment.**

This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by Human Resources Department. Please return completed forms to the Human Resources Department.

Name \_\_\_\_\_

Job Title/Position Applying For: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Gender: Male  Female

### Race / Ethnicity:

(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

- Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

## The Ronco Group - Drug & Alcohol Testing Consent & Release Form

### Acknowledgement of Receipt & Understanding

I acknowledge that I have received, read and understand the The Ronco Group Substance Abuse Policy. I understand that the Drug and Alcohol Free Workplace Policy is not a contract and does not give me any employment rights and that the policy may be changed by The Ronco Group at any time. I further understand that as an employee of the company that I am subject to unannounced urine, saliva, blood, and/or breath testing for drugs, alcohol or both.

### Pre-Employment Drug Testing

All offers of employment are contingent upon negative test results. Any offer of employment is withdrawn in the event of a positive test result.

### Agreement to Comply

I agree to comply with the requirements of the company's Drug and Alcohol Free Workplace Policy, including testing. My failure to comply with the requirements of the Drug and Alcohol Free Workplace Policy, refusal to be tested or any attempt to falsify or tamper with a drug and/or alcohol test, including but not limited to, the giving of the specimen, the changing of custody or the testing procedure will result in the initiation of discipline, up to and including discharge.

### Consent to Testing

I voluntarily consent to submit to unannounced drug and/or alcohol testing as a condition of my continued employment with The Ronco Group and furthermore to provide a specimen at the assigned collection site; to have the specimens tested for drugs and/or alcohol at a certified laboratory and to have the test results reviewed by a Medical Review Officer.

### Release

I agree to and authorize the release of the results of my drug and/or alcohol tests in accordance with the Drug and Alcohol Free Workplace Policy. I also understand that I will be notified of any positive test results.

### Copying of Original

I further agree that a reproduced copy of this employee consent and release form shall have the same force and effect as the signed original. My refusal or failure to sign the release shall not preclude me from the requirements of the policy or testing.

**I have read in full and understand the above statements as conditions of employment.**

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Social Security Number \_\_\_\_\_



## REFERENCE CHECK CLAIM - WAIVER FORM

**To the prospective employee:** Please read this document carefully. If you agree to the statements, terms, and conditions set forth herein, please initial each paragraph where indicated, and sign and date the form at the bottom.

### A. Verification of Accuracy of Statements Made in Employment Application:

I hereby certify that the information provided in my employment application dated \_\_\_\_\_ (and any resume or other materials submitted by me in connection with my effort to obtain employment with The Ronco Group) is true, complete, and accurate; and I understand that any false or misleading information or significant omissions may disqualify me from any further consideration for employment with The Ronco Group, or could be justification for dismissal from employment, if discovered at any point after I have been hired or offered employment.

Initials: \_\_\_\_\_

### B. Release of Claims Against Providers of References and/or Other Employment Related Information:

With the exception of contacting my current employer (discussed below), I fully authorize the investigation and verification of any statements made by me in my employment application dated \_\_\_\_\_ (and any resume or other materials submitted by me in connection with my effort to obtain employment with The Ronco Group). I expressly authorize you to contact all listed past employers and/or references. I further authorize any person, school, past employer, or other person, organization, or entity listed in my application, and any resume or other materials submitted by me to provide The Ronco Group with any information requested that may be relevant and useful to The Ronco Group when making a hiring decision. I expressly release any such persons, organizations, or entities from any and all legal liability for making disclosure of any information about me which it is permitted, by law, to release.

Initials: \_\_\_\_\_

### C. Contact With Current Employer:

I DO \_\_\_\_\_ / DO NOT \_\_\_\_\_ authorize you to contact my current employer. If, and only if, I have authorized you to contact my current employer, I agree that the terms set forth in paragraph B also apply to my current employer.

Initials: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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