



THE REYNOLDS COMPANY

ELECTRICAL SUPPLY

Employment Application

We are an equal opportunity employer. We do not base our employment decisions on an employee's or applicant's race, color, creed, sex, sexual orientation, age, religion, national origin, citizenship, disability, pregnancy or pregnancy related medical conditions, handicap, veteran status, or any other factor prohibited by local, state or federal law. We also provide reasonable accommodations to qualified applicants and employees with disabilities or those with qualifying conditions related to pregnancy or childbirth. Any applicant who requires an accommodation to perform the essential functions of the job for which he or she is applying should notify Human Resources or your local management.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____

Position Applied for: _____ Desired Salary: \$ _____

How did you hear about us? TRC Employee _____ School _____
 Staffing Agency _____ Website _____
 Social Media _____ Other _____

Are you authorized to work in the U.S.? YES NO Are you at least 18 years or older? YES NO*
*If "no", you may be required to provide authorization to work.

Have you ever worked for The Reynolds Company? YES NO If yes, when? _____

Do you have any family member who is employed by The Reynolds Company? YES NO If yes, who? _____

Have you ever plead guilty, no contest, received deferred adjudication, or been convicted of any crime? YES* NO
*Answering "yes" does not constitute an automatic bar to employment. Factors such as date of offense, seriousness and nature of violation, rehabilitation and position applied for are taken into consideration.

If yes, provide date(s) and details: _____

Have you entered into an agreement (such as a noncompetition agreement) with any other party that might in any way restrict your ability to work for The Reynolds Company? YES NO

If yes, provide details: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

Dates: 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: _____

Dates: 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: _____

Dates: From _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Education

High School: _____ Did you graduate? YES NO GED

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Skills and Qualifications

Summarize any special training, skills, license and/or certifications that may assist in the position you are applying for:

List equipment, machinery, or special skills relative to your ability to perform the functions of the position you are applying for:

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Job Title: _____ Email: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Job Title: _____ Email: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Job Title: _____ Email: _____

Disclaimer and Signature

I certify that all information I provided in order to apply for and secure work with this employer is true, complete, accurate and subject to verification by The Reynolds Company. I authorize The Reynolds Company, its affiliates and their representatives to investigate all information given and to secure additional job-related information, if necessary. I understand and consent to an inquiry that may include information as to my character, general reputation, and personal characteristics, whichever may be applicable. This information may include, but is not limited to, verification of previous employment and employment references, verification of education including request of transcripts, credit reports, motor vehicle driving records and criminal reports, etc. I hereby release from all liability or responsibility all persons, companies, organizations or corporations furnishing such information. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect will be sufficient cause to 1) eliminate me from further consideration for employment, or 2) may result in my immediate discharge from The Reynolds Company, whenever it is discovered.

I understand that The Reynolds Company does not lawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from employment on any basis prohibited by applicable local, state, or federal law. I also understand that the completion of this form does not guarantee my status as an applicant or any consideration for employment unless I meet all the stated minimum qualifications required for the position for which I am applying.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand no supervisor, manager, or representative of The Reynolds Company is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by The Reynolds Company's president.

I understand that in the event I am employed by The Reynolds Company, all of the terms and conditions of my employment, including but not limited to work hours and compensation, are subject to modification or change by The Reynolds Company at the company's discretion.

I agree, in the event I am employed by The Reynolds Company, to comply with all rules and regulations as set forth in the company's policy manual and/or other communications distributed by the company.

I authorize The Reynolds Company to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or any other party, with a legal and/or proper interest.

I understand that my employment is conditional and satisfactorily passing a criminal background check and drug screen, where applicable.

Signature: _____ Date: _____