

**R.J. Howell Company, LLC.**  
**301 Brown Road – Sidney, Ohio 45365**  
**Phone & Fax (937) 498-4481**  
**Email: jarrod@rjhowellcompany.com**



**Application for Employment**

*R.J. Howell Company, LLC. is an Equal Opportunity Employee*

**\*Please Print All Information.**

<b>Date:</b>		
<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Name:</b>
<b>Address:</b>	<b>City:</b>	<b>Street:</b>
<b>State:</b>	<b>Zip Code:</b>	

<b>Telephone Numbers:</b>	<b>Home:</b>	<b>Social Security Number:</b>
<b>Mobile:</b>	<b>Spouse:</b>	

Are you currently employed?			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
May we contact your present employer?			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Are you 18 Years or older?			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Military Service?	Branch:	MOS:	Years:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Active Duty?			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Currently serving a Reserve or National Guard Unit?			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Honorably Discharged?			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Do you have a drivers License?	License Number	Endorsments	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Are you prevented from lawfully becoming employed in this country due to Visa or Immigration status? <i>(Proof of citizenship or immigration status is required upon employment.)</i>			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
You are available to work:	<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Temporary	
Date you can begin work:							
Have you been convicted of a crime within the last seven (7) years? <i>(Other than a traffic violation.) (Conviction will not necessarily disqualify an applicant from employment)</i>			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
If yes, please explain:							
Have you ever been convicted of a Felony?			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
If yes, please explain:							

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## EDUCATION

School Address	Credits Earned	Major	Diploma/Degree
High School:			
College:			
Technical/Other:			

## EMPLOYMENT

List below all present and past employment, beginning with your most recent:

Name and Address of Employer Type of Business	Dates: Month./Year		Description of Work Performed	Supervisor Name, Title, and Phone Number
	From	To		
1.				
2.				
3.				
4.				
5.				

Any Additional Employment Information write on page 4.

## TRAINING

List below any Specialized Training, Computers or Office Equipment Skills, Certifications, Licenses, On-The-Job Training programs you have completed:

1.
2.
3.
4.

Any additional training write of page 4.

## LICENSES

Please list any licenses or certifications held and the dates obtained: (CDL, Skilled Trade License, etc.)
1.
2.
3.
4.

Any additional training write on page 4.

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## CRAFT RELATED EXPERIENCE:

Please list the years of work experience you have in any of the following:

Arial Lift	Finisher (Structure)	Masonry	Roller
Backhoe	Foreman	Mechanic	Skid Loader
Carpenter	Front End Loader	Plaster	Surveying
Concrete Demo	Fork Lift	Painter	Tractor
Concrete Construction	Ironworker	Paving Machine	Truck Driver
Concrete Sawing	Jack Hammer	Pile driver	Single Axle Dump
Dozer	Laborer (Semi-skilled)	Pipe layer	Tandem Axle Dump
Drainage	Laborer (Unskilled)	Plumber	Welder
Other:			

## PERSONAL REFERENCES:

Please list 3 references with which you have known for at least 5 years:

1.	Name:	Company:
	Address:	Relationship:
	City/ State/ Zip:	Phone:
2.	Name:	Company:
	Address:	Relationship:
	City/ State/ Zip:	Phone:
3.	Name:	Company:
	Address:	Relationship:
	City/ State/ Zip:	Phone:
4.	Name:	Company:
	Address:	Relationship:
	City/ State/ Zip:	Phone:

Applicant's Signature: _____	Date: _____
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## Additional Information:

*\*Please Print.*

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## APPLICANT'S STATEMENT AND CONDITIONS OF EMPLOYMENT

(Please read carefully before signing.)

*I understand that an investigative consumer report involving information concerning my character, employment history, general reputation, police record, personal habits, mode of living, credit rating, and indebtedness may be obtained prior to any final offer of employment. Upon a timely written request to the personnel department of the company, the nature and scope of the report will be disclosed to me.*

*I certify that the answers given by me in this employment application are true, correct and complete. I agree that the company shall not be liable, in any respect, if my employment is terminated because of misstatements or pertinent omissions made by me in this application. Moreover, I understand that all offers of employment are contingent upon passing the company's prescribed physical examination and drug screening.*

*I agree, as a condition of my employment (should I be employed by the Company), to submit to a medical examination if requested and based on the position that I accept, I further agree to the search or examination of myself or personal property while on the company's premises or while conducting its business elsewhere. I also authorize any company, school, police or security personnel, or other person to give any information regarding my employment, habits, ability, or any other characteristics whatsoever, together with any information they have regarding me whether or not it is in their records. I hereby release all physicians, examiners, companies, schools, or other persons from liability for any damages whatsoever for such testing, examining, or issuing this information. It is agreed and understood that completion of this application does not mean a job opening exists and in no way obligates the company to employ me.*

*In the event of employment, I will comply with all company rules and regulations as established from time to time including the company's substance abuse policy. I am willing to work all assigned overtime or other special work assignments as requested by the company. Furthermore, since the company does not offer contracts of employment (unless signed by the President), I understand that nothing contained herein is intended to create a contract between the company and me for either employment or the provision of any compensation or benefits. I understand that I have the right to terminate my employment at any time and likewise, the company has the same right.*

*I hereby understand and acknowledge that any employment relationship with this Company is of an "At-Will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time, with or without notice, and with or without cause. It is further understood that this "At-Will" employment relationship may not be changed by any written document or by verbal agreement unless such change is specifically acknowledged in writing by an authorized Executive of this Company. I also understand that R.J. Howell Company LLC. retains the right to amend, modify, add, or delete any or all policies or procedures at its sole and absolute discretion.*

*During my employment with R.J. Howell Company, LLC. and after my employment ends, I agree not to disclose any confidential or proprietary information regarding operating and trade secrets. I further agree that with respect to any civil litigation involving R.J. Howell Company, LLC. in which I am a potential witness and which does not involve an actual or potential claim by me personally, I will not discuss the facts of the case with any third parties without first notifying R.J. Howell Company, LLC. or unless a representative or attorney of R.J. Howell Company, LLC. is present. A copy of this form may be used as the original. The use of results from this form and/or tests will be used for prudent employment decisions.*

***This application is valid for sixty days from the application date unless renewed in person or in writing.***

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_