

**Employment  
Application**

**RICHARDS CORPORATION**

Date \_\_\_\_\_

Position applying for: \_\_\_\_\_

**EMPLOYEE INFORMATION**

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

Last

First

Middle

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Alternate telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Position Applied for:

Presently employed?  Yes  No

Date of availability: \_\_\_\_\_

If you are under 16, please state your age\*: \_\_\_\_\_

\*Please Note: You may be required to provide proof of age prior to hire.

Have you ever been convicted of a criminal offense related to the position applied for and for which you have not been pardoned?  Yes  No

Referred by: \_\_\_\_\_

Hours Available	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

**EMPLOYMENT HISTORY**

List your present or last position first

Date: Month/Year	Company: Name/ Address	Telephone # (including area code)	Name of Supervisor	Your position	Wage: Start/ End	Reason for leaving
From To						
From To						
From To						

**CONTACT**

In case of accident or illness, please contact: Name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

**INFORMATION TO THE APPLICANT**

I declare that the information contained in this application is correct to the best of my knowledge and understand that any omission or incorrect information is just cause for the rejection of my application or dismissal in accordance with McDonald's policy. If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Signature of Applicant

Date