



R. L. Lewis Industries

14215 Towerline Road

Pekin, IL 61554

Phone: 309-353-7670 / Fax: 309-353-1056

Employment Application

Applicant Information

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

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Social Security No.: _____

Position Applied for: _____

How did you learn of the examination/position? _____

Have you ever worked for this company? YES NO If yes, when? _____
Department: _____

Eligibility

Are you at least eighteen (18) years of age? YES NO

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

On what basis are you available for employment? (Check any or all that apply)

Full Time Part-time Summer Temporary

Are you available for: Weekends and Holidays: YES NO
Rotating Shifts: YES NO
On Call: YES NO

Shift Preference (Check any or all that apply) Days Evenings Nights

Date available for work: ____/____/____

Rate of pay expected: \$_____ per hour

Have you ever been discharged or asked to resign from employment?	YES	NO
Have you ever been convicted of a crime other than a minor traffic violation?	YES	NO
Do you object to an inquiry of your present employer in regard to your ability to work with others, work record, qualifications or abilities?	YES	NO

IF YOU ANSWERED "YES" TO ANY OF THE LAST THREE QUESTIONS, please give specifics:

Do you possess a valid Driver's License?	YES	NO
Do you possess a valid Commercial Driver's License?	YES	NO
Can you produce typed material? (typewriter, computer, other)	YES	NO
Can you take notes verbatim (word for word) at a reasonable speed?	YES	NO

Please list any in-service training, instruction courses or programs you've completed:

Please list any special information as to your work record you may deem of value:

Are there any other experiences, skills or qualifications that you feel would especially fit you for work with R. L. Lewis Industries and/or the position for which you are applying?

If license, certificate or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following:

Name of trade or profession: _____ License Number: _____
 Granted By: _____ City and/or State of: _____
 Specialty: _____ Licensed From: _____ To: _____

Education

High School: _____ City/State: _____

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

College: _____ City/State: _____

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

Trade School/Other: _____ City/State: _____

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

List any extra-curricular activities/hobbies (e.g. professional/student organizations, leisure activities, civic, etc.):

Employment/Experience History

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

References

Please list any professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

AGREEMENT

I certify that the answers given herein are true and complete to the best of my knowledge.

I understand that I will have to successfully pass a background investigation with the information provided. I hereby give my permission to R.L. Lewis Industries, Inc. to conduct such an investigation.

I authorize R.L. Lewis Industries, Inc. to make such investigations and inquires of my personal and employment history any other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquires in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate discharge. I also understand that I am required to abide by all rules and regulations of R.L. Lewis Industries, Inc.

Signature of Applicant

Date

DO NOT WRITE OR FILL OUT BELOW THIS LINE – OFFICE USE ONLY

Application reviewed by:

Name Date

Name Date

Name Date

Name Date

Name Date

Name Date