

Employment Application



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R. A. Ross & Associates Inc. is an equal opportunity employer committed to diversity and inclusion in the workplace. Discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws is prohibited. This policy applies to all employment practices including recruiting, hiring, promotion, layoff, termination, recall, leave of absence, compensation, benefits, training, and apprenticeship. R. A. Ross & Associates Inc. makes hiring decisions solely based on qualifications, merit, and business needs at the time.

Contact Information:

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

Present Address: _____
Street Address Apartment/Unit # City State Zip Code

Permanent Address: _____
Street Address Apartment/Unit # City State Zip Code

Phone: _____ Email: _____
Type - (C)ell, (H)ome Please indicate if sending text messages to your cell phone is acceptable YES NO

In case of Emergency Notify: _____
Name Street Address Phone#

Employment:

All persons hired must submit proof of employment authorization and identity (valid driver's license, birth certificate, green card, etc.) within three days of hire. Failure to submit proof within the required time shall result in immediate employment termination.

Date Available to Begin Work: _____ Position Applied for: _____ Desired Salary: \$ _____

1. Are you employed now? YES NO

1a. Company: _____

1b. If yes, may we inquire of your current employer? YES NO

2. Are you a citizen of the United States? YES NO

2a. If no, are you authorized to work in the U.S.? YES NO

3. Have you ever applied for employment or worked for R.A. Ross & Associates? YES NO

3a. If yes, which and when? _____

4. How did you hear about R.A. Ross & Associates? _____



Professional Summary:

Can you briefly describe your work background?

What are you looking for in a new role?

What do you consider your greatest strengths?

What are opportunities for growth for yourself?

Education:

High School: _____ Address: _____

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

College: _____ Address: _____

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

Other
(Trade, Business
Correspondence School,
Training, Technical, etc.): _____ Address: _____

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

References (Please list three or more professional references):

Full Name: _____ Relationship: _____

Company: _____ City, State: _____ Phone: _____ Email: _____

Full Name: _____ Relationship: _____

Company: _____ City, State: _____ Phone: _____ Email: _____

References: continued

Full Name: _____ Relationship: _____

Company: _____ City, State: _____ Phone: _____ Email: _____

Full Name: _____ Relationship: _____

Company: _____ City, State: _____ Phone: _____ Email: _____

Current & Most Recent Employment (within the last 5 years):

Company: _____ Phone: _____

Address: _____ Supervisor: _____
Name/Title

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

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____
Name/Title

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

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Current & Most Recent Employment (within the last 5 years):

Company: _____ Phone: _____

Address: _____ Supervisor: _____
Name/Title _____

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

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____
Name/Title _____

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

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Military Service:

Branch: _____ From: _____ To: _____

Disclaimer and Signature:

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature _____

Once completed, please sign and email to rickr@raross.com and copy (cc) williamy@raross.com.