

**R&D Electronics**

5501 Hwy 431 South  
 Brownsboro, AL 35741  
 Tel: 256/534-6415  
 Fax: 256/534-6742  
 www.rdelect.com

# APPLICATION FOR EMPLOYMENT

R & D Electronics is an equal opportunity employer

## PERSONAL INFORMATION

Name (Last, First, Middle): \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Can you prove your U.S. Citizenship? Circle one: Yes No

If not a U.S. Citizen, give Visa No. and Expiration Date: \_\_\_\_\_

Are you related to anyone who currently works for R & D? Yes No Whom: \_\_\_\_\_ Relation: \_\_\_\_\_

Have you ever applied for employment with us? Yes No If yes: Date: \_\_\_\_\_

Position applying for: \_\_\_\_\_ Salary Requirement: \_\_\_\_\_

Referred by: \_\_\_\_\_ Date Available to start: \_\_\_\_\_

If overtime is required are you available? Yes No

## EDUCATION RECORD

High School (Name, City, State): \_\_\_\_\_

Graduation Date: \_\_\_\_\_ Number of years completed: \_\_\_\_\_ GED? Yes No

Business or Technical School (Name, City, State): \_\_\_\_\_

Dates Attended: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

Undergraduate College (Name, City, State): \_\_\_\_\_

Dates Attended: \_\_\_\_\_ Degree, Major: \_\_\_\_\_

Graduate School (Name, City, State): \_\_\_\_\_

Dates Attended: \_\_\_\_\_ Degree, Subject: \_\_\_\_\_

Did you serve in the U.S. Armed Forces? Yes No

If "yes", in what branch? \_\_\_\_\_ Years of service: \_\_\_\_\_

**WORK HISTORY (GIVE INFORMATION ABOUT YOUR LAST 3 JOBS, STARTING WITH THE MOST RECENT)**

|                              |                |                 |  |
|------------------------------|----------------|-----------------|--|
| 1-Employer:                  |                | Dates Employed: |  |
| Address:                     |                |                 |  |
| City:                        | State:         | Zip:            |  |
| Phone:                       | Ending Salary: |                 |  |
| Title/Duties:                |                |                 |  |
| Supervisor's Name and Title: |                |                 |  |
| Reason for Leaving:          |                |                 |  |
| 2-Employer:                  |                | Dates Employed: |  |
| Address:                     |                |                 |  |
| City:                        | State:         | Zip:            |  |
| Phone:                       | Ending Salary: |                 |  |
| Title/Duties:                |                |                 |  |
| Supervisor's Name and Title: |                |                 |  |
| Reason for Leaving:          |                |                 |  |
| 3-Employer:                  |                | Dates Employed: |  |
| Address:                     |                |                 |  |
| City:                        | State:         | Zip:            |  |
| Phone:                       | Ending Salary: |                 |  |
| Title/Duties:                |                |                 |  |
| Supervisor's Name and Title: |                |                 |  |
| Reason for Leaving:          |                |                 |  |

**BUSINESS REFERENCES (IF APPLYING FOR YOUR FIRST JOB, YOU MAY USE ACADEMIC REFERENCES)**

|              |             |      |
|--------------|-------------|------|
| 1-Name:      |             |      |
| Work Phone:  | Home Phone: |      |
| City:        | State:      | Zip: |
| Years Known: |             |      |
|              |             |      |
| 2-Name:      |             |      |
| Work Phone:  | Home Phone: |      |
| City:        | State:      | Zip: |
| Years Known: |             |      |
|              |             |      |
| 3- Name:     |             |      |
| Work Phone:  | Home Phone: |      |
| City:        | State:      | Zip: |

|                     |
|---------------------|
| <b>YEARS KNOWN;</b> |
|---------------------|

PLEASE READ AND SIGN BELOW

R & D Electronics is a drug-free work environment. All applicants that receive an offer of employment Will be subject to a pre-employment drug test. Prior to testing, the applicant shall be afforded the opportunity to voluntarily sign a Substance Use Testing Consent Form. If the applicant refuses to sign he previously named consent form, consideration for employment shall be withdrawn.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE USE ONLY:

Interviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Start Date: \_\_\_\_\_

Starting Salary: \_\_\_\_\_

Comments: \_\_\_\_\_