

**RIGGS INDUSTRIES, INC.**

Box 86 Boswell PA 15531

**APPLICATION FOR EMPLOYMENT**

Pre-Employment Questionnaire – An Equal Opportunity Employer

**Personal Information:**

Date \_\_\_\_\_

Name \_\_\_\_\_

Social Security No. \_\_\_\_\_

Present Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Are you at least 18 years of age? ☐ Yes ☐ No**Special Questions:**

Do not answer any of the questions in this section unless the employer has checked a box preceding a question; thereby, indicating that the information is required for a bona fide occupational qualification, or dictated by national security laws, or is needed for other legally permissible reasons.

Are you prevented from lawfully becoming employed in the U.S? ☐ Yes ☐ No☐ What foreign languages do you speak fluently? \_\_\_\_\_ Read \_\_\_\_\_ Write \_\_\_\_\_☒ Have you ever been convicted of a felony or misdemeanor? ☐ Yes ☐ No

If yes, please describe \_\_\_\_\_

\*\*\* You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

**Employment Desired:**

Position(s) \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_

Have you ever applied to this company before? \_\_\_\_\_ Where \_\_\_\_\_ When \_\_\_\_\_

Have you ever worked for Riggs Industries, Inc or its subsidiary companies before? ☐ Yes ☐ No

If yes, where and when \_\_\_\_\_

Education	Name and Location of School	No. of Years Completed	Did you Graduate?	Subject(s) Studied List Degree or Diploma
Elementary School				
High School				
College				
Trade / Business or Vo-Tech School				

Other special training or skills (machine operation, hobbies, etc.) \_\_\_\_\_

U.S. Military \_\_\_\_\_ Present Membership in  
or Naval Service \_\_\_\_\_ Rank \_\_\_\_\_ National Guard or Reserves \_\_\_\_\_

**Former Employers:** List below last six employers, starting with the most recent. If applicable, give at least a 10-year history.

Dates of Employment		Name and Address of Employer	Salary	Position(s)	Reason for Leaving
From	To				

**References:** Give the names of three persons not related to you, whom you have known at least one year.

Name	Address / Phone No.	Business and Association to you	Years Acquainted

Do you have any relatives that work for Riggs Industries, Inc. or any of its subsidiary companies? ☐ Yes ☐ No

If yes, list name(s) and relation to you \_\_\_\_\_ Where do they work? \_\_\_\_\_

**Physical Record:** Do you have any physical limitations that preclude you from performing any work for which you are being considered? ☐ Yes ☐ No If yes, what can be done to accommodate your limitation?

Please describe \_\_\_\_\_

**In case of an emergency notify:**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

"I understand that the facts contained in this application are true and complete to the best of my knowledge and understand that, if hired, falsified statements on this application shall be grounds for termination. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have personal or otherwise, and release all parties from all liability for any damages that may result from furnishing same to you.

I understand and agree that, if hired, I will work any shift and overtime as deemed necessary by the company. I acknowledge that, if hired, I understand my employment is "At-Will", which means that my employment is for no definite period of time and I may be terminated at any time without prior notice."

Date \_\_\_\_\_ Signature \_\_\_\_\_