

**Employment  
Application**

# RTL Woodworks

1660 Hayes Ave.  
Long Beach, CA 90813  
Telephone 562 435-6426  
www.rtlwoodwork.com

*RTL Woodwork is an equal opportunity employer and all applicants are welcome. Please answer all questions completely and accurately. All information will be kept in strict confidence. This application will become part of your permanent record, if hired.*

Position Desired: \_\_\_\_\_ Expected Salary: \_\_\_\_\_ Date: \_\_\_\_\_

Preferred Shift: \_\_\_\_\_ Requested Schedule:  Full time  Part time  Temporary  Summer  Co

**Personal Background:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street Apt. City State Zip Code

Do you have legal permission to work in the U.S.A? Yes \_\_\_ No \_\_\_

Have you ever been convicted of a felony? Yes \_\_\_ No \_\_\_

If yes, indicate when and please describe: \_\_\_\_\_

Have you ever been employed by RTL Woodworks? Yes \_\_\_ No \_\_\_

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

Do you have any friends or relatives employed by RTL Woodworks? Yes \_\_\_ No \_\_\_

If yes, please name: \_\_\_\_\_

Date available for work: \_\_\_\_\_

**Armed Forces Experience:**

Have you ever been a member of the armed forces? Yes \_\_\_ No \_\_\_

If yes, branch of service; \_\_\_\_\_ Honorable Discharge? Yes \_\_\_ No \_\_\_

Dates of duty: \_\_\_\_\_ to \_\_\_\_\_ Rank at Separation: \_\_\_\_\_  
Month year month year

Describe duties: \_\_\_\_\_

Please list any applicable skills acquired: \_\_\_\_\_

**Skills:**

(Please complete if applicable)

\_\_\_\_\_ Typing \_\_\_\_\_ Shorthand \_\_\_\_\_ Office Machines \_\_\_\_\_ Tools \_\_\_\_\_

Other abilities/Special Training/Interests \_\_\_\_\_

**References:**

Please list all persons acquainted with your capabilities whom we have your permission to contact.

1. \_\_\_\_\_  
Name Address Telephone

Occupation How associated Years known

2. \_\_\_\_\_  
Name Address Telephone

Occupation How associated Years known

**Educational Background:**

School	Dates Attended	Course of Study	Level Attained	Grade average	Degree

List academic honors, published professional material, professional and honorary society memberships:

**Work History:** Please list present to most recent employer first and proceed chronologically. You may include verified work performed on a volunteer basis.

Company Name	Address	Telephone
Date Started	Starting Salary	Starting Position/Duties
Date Left	Final Salary	Final Position/Duties
Name of Supervisor	Reason for Leaving	

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**Verification:**

May we contact your present (  Yes  No ), and/or former employer(s) (  Yes  No ) regarding your employment history?

**Certification:**

I certify by signature below that all information given on this application is true, accurate, and complete. If the information is found to be false or misleading it may be for employment rejection of discharge after employment

I understand and agree to the following:

- (a) RTL Woodwork management may confidentially exchange information regarding my employment record and experience.
- (b) If hired, I will be required to execute a RTL Woodwork Employment Agreement.
- (c) Placement in the job may be contingent upon completion of a physical exam.

Date:

Signature: