

# **Redstone Village**

## **APPLICATION FOR EMPLOYMENT**

Thank you for your interest in and application for employment with REDSTONE VILLAGE. We are an equal opportunity employer and give employment and promotional consideration without regard to race, color, sex, religion, age, disability, disabled veterans, veterans of the Vietnam era, and any other protected class as required by local, state, or federal law. We seek applicants for employment who are dedicated, hardworking and seeking fulfilling employment. In return REDSTONE VILLAGE offers competitive income, an excellent work environment and the opportunity to grow with the company. If you are selected for employment with REDSTONE VILLAGE you will also be hired simultaneously by Merit Resources as your co-employer. REDSTONE VILLAGE is your employer for the purposes of managing the day to day operations of the company and the employees. This includes responsibility for the worksite(s), scheduling of work, safety and the direction of the individual employees in their positions. Merit Resources is the co-employer for managing and taking responsibility for the administrative portion of employment such as benefits, payroll and worker compensation insurance.

### **GENERAL INFORMATION:** (Please type or print legibly in ink)

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MIDDLE INITIAL: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

HOME ADDRESS: (Street, P.O. Box, Apt. #) \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE NUMBER: (Inc. area code) \_\_\_\_\_ ARE YOU ELIGIBLE TO WORK IN THE UNITED STATES? (check)  YES  NO

HAVE YOU EVER BEEN CONVICTED OF A CRIME?  YES  NO  
(A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. IF YES, WHEN, WHAT AND WHERE? \_\_\_\_\_

WERE YOU REFERRED BY AN REDSTONE VILLAGE EMPLOYEE?  YES  NO IF YES, WHO? \_\_\_\_\_

DO YOU HAVE ANY RELATIVES WHO WORK FOR REDSTONE VILLAGE?  YES  NO IF YES, WHO? \_\_\_\_\_

### **EMPLOYMENT DESIRED:** (Be specific)

POSITION FOR WHICH APPLICATION IS BEING MADE: (Be specific) \_\_\_\_\_ I AM AVAILABLE TO WORK: (Check all applicable)  
 FULL TIME  PART TIME  TEMPORARY  WEEKDAYS  WEEKENDS  
 MORNINGS  AFTERNOONS  EVENINGS  NIGHTS

DATE AVAILABLE: \_\_\_\_\_ EXPECTED COMPENSATION: \_\_\_\_\_ ARE YOU AT LEAST 18 YEARS OLD?  YES  NO

### **EDUCATION:** (High School, College, Trade Schools, and Other Education)

HIGHEST LEVEL OF EDUCATION ATTAINED: \_\_\_\_\_ MAJOR FIELD OF STUDY: \_\_\_\_\_ LAST YEAR COMPLETED: \_\_\_\_\_ DID YOU GRADUATE?  YES  NO  
1 2 3 4

SCHOOL NAME: \_\_\_\_\_ SCHOOL ADDRESS: (Street, P.O. Box) \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

SECOND HIGHEST LEVEL OF EDUCATION ATTAINED: \_\_\_\_\_ MAJOR FIELD OF STUDY: \_\_\_\_\_ LAST YEAR COMPLETED: \_\_\_\_\_ DID YOU GRADUATE?  YES  NO  
1 2 3 4

SCHOOL NAME: \_\_\_\_\_ SCHOOL ADDRESS: (Street, P.O. Box) \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

OTHER EDUCATION ATTAINED: \_\_\_\_\_ MAJOR FIELD OF STUDY: \_\_\_\_\_ LAST YEAR COMPLETED: \_\_\_\_\_ DID YOU GRADUATE?  YES  NO  
1 2 3 4

SCHOOL NAME: \_\_\_\_\_ SCHOOL ADDRESS: (Street, P.O. Box) \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**EMPLOYMENT HISTORY:** (List most recent first, then preceding; include any military service)

|   |                       |                    |                     |               |
|---|-----------------------|--------------------|---------------------|---------------|
| 1. EMPLOYER NAME:   | DATES OF EMPLOYMENT:  |                    | JOB TITLE:          |               |
|   | FROM: _____ TO: _____ |                    |                     |               |
| EMPLOYER ADDRESS: (Street, P.O. Box)  | CITY:                 | STATE:             | ZIP CODE:           | PHONE NUMBER: |
| STARTING COMPENSATION:  | ENDING COMPENSATION:  | SUPERVISOR'S NAME: | REASON FOR LEAVING: |               |
| DESCRIPTION OF DUTIES AND RESPONSIBILITIES: (Include promotions and advancements) |                       |                    |                     |               |

|   |                       |                    |                     |               |
|---|-----------------------|--------------------|---------------------|---------------|
| 2. EMPLOYER NAME:   | DATES OF EMPLOYMENT:  |                    | JOB TITLE:          |               |
|   | FROM: _____ TO: _____ |                    |                     |               |
| EMPLOYER ADDRESS: (Street, P.O. Box)  | CITY:                 | STATE:             | ZIP CODE:           | PHONE NUMBER: |
| STARTING COMPENSATION:  | ENDING COMPENSATION:  | SUPERVISOR'S NAME: | REASON FOR LEAVING: |               |
| DESCRIPTION OF DUTIES AND RESPONSIBILITIES: (Include promotions and advancements) |                       |                    |                     |               |

|   |                       |                    |                     |               |
|---|-----------------------|--------------------|---------------------|---------------|
| 3. EMPLOYER NAME:   | DATES OF EMPLOYMENT:  |                    | JOB TITLE:          |               |
|   | FROM: _____ TO: _____ |                    |                     |               |
| EMPLOYER ADDRESS: (Street, P.O. Box)  | CITY:                 | STATE:             | ZIP CODE:           | PHONE NUMBER: |
| STARTING COMPENSATION:  | ENDING COMPENSATION:  | SUPERVISOR'S NAME: | REASON FOR LEAVING: |               |
| DESCRIPTION OF DUTIES AND RESPONSIBILITIES: (Include promotions and advancements) |                       |                    |                     |               |

**REFERENCES:**(List two non-relative employment references whom you have known for at least one year)

| NAME | ADDRESS | PHONE | YEARS ACQUAINTED |
|------|---------|-------|------------------|
| 1.   |         |       |                  |
| 2.   |         |       |                  |

**PLEASE READ THE FOLLOWING STATEMENTS, ASK ANY QUESTIONS, AND SIGN BELOW**

I certify that the above information is true and correct and give authorization for investigation of all statements and information contained in this application, my resume, and other documents or verbally obtained during an employment interview. I voluntarily consent to allow REDSTONE VILLAGE, Merit Resources or any of their representatives or agents to check my references by contacting any persons, company or governmental entity they deem to be an appropriate reference. I understand the reference questions may pertain to my personal or educational background, work experience, character and behavior. I understand my employment is subject to satisfactory verification of this information and agree that deliberate falsification of this document or significant omissions shall be grounds for employment consideration disqualification or dismissal from employment, if discovered at a later date. I pledge, if hired, to comply with the guidelines of conduct and company policies and procedures of REDSTONE VILLAGE. I also realize that company policies, procedures, practices or statements made during an interview or employment do not create an employment contract by implication or otherwise. I further understand and agree that my employment is for no definite period of time and may, regardless of time and manner, be terminated by the company or myself with or without cause or previous notice. I understand that employment may be subject to satisfactory completion of a physical examination and/or drug screening by company physicians.

I understand that if hired, I'm entering into a co-employment relationship whereas REDSTONE VILLAGE is my worksite and directing employer and Merit Resources is my administrative employer. I agree that the benefit plans (health and retirement) offered in my co-employment package are those of Merit Resources and are the only benefit plans in which I'm eligible to participate. I further agree that I will not be eligible for other benefits (if any) offered to other non co-employees of REDSTONE VILLAGE now or in the future. I understand if hired with REDSTONE VILLAGE, I will be required to sign a non-compete/non-disclosure agreement. This application will be kept in a current file for thirty days. If not contacted during that period of time, it may be necessary to complete another application to receive further employment consideration.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF A CIVIL/CRIMINAL HISTORY, CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT

As part of its employee selection process, **Redstone Village** routinely obtains civil/criminal history, consumer history, consumer and/or investigative consumer reports and/or credit information on applicants for employment and employees applying for promotions. The information contained in these reports may be used to deny an individual employment with **Redstone Village** or to deny an employee promotion to a particular position.

I, the undersigned consumer, do hereby authorize **Redstone Village**, by and through an independent contractor, Bullet Investigations ("the Agency") to procure a consumer report and/or investigative consumer report on me prior to employment and/or throughout the term of employment.

These above-mentioned reports may include, but are not limited to, employment and education and verifications of same; personal references; personal interviews; personal credit history based on reports from any credit bureau; driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and/or any other public record. I also understand that any of these reports may be done on an annual basis.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigative consumer report prepared on me upon my written request to the Agency that is made within a reasonable time after the date hereof. I also understand that I may request a written summary of my rights under 15.U.S.C 1681 et.seq.

I further authorize any person, business entity or governmental agency who may have information relevant to the above, to disclose the same to **Redstone Village**, by and through the Agency, including but not limited to, any courthouse, any public agency, and all law enforcement agencies, and any and all credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I hereby release **Redstone Village**, the Agency, and any and all persons, business entities and governmental agencies, whether public or private, from any and all liability, claims and/or demands, of whatever kind, to me, my heirs or others making such claim or demand on my behalf, for procuring, selling, providing, brokering, and/or assisting with the compilation or preparation of the consumer report and/or investigative consumer report and/or civil/criminal history hereby authorized.

Printed Name: \_\_\_\_\_  
First Middle Last

Other: \_\_\_\_\_  
First Middle Last

Current Address: \_\_\_\_\_  
Street/P.O. Box City State Zip How Long

Former Address: \_\_\_\_\_  
Street/P.O. Box City State Zip How Long

Former Address: \_\_\_\_\_  
Street/P.O. Box City State Zip How Long

Social Security #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gender:  MALE  FEMALE  
Circle One

Professional License #: \_\_\_\_\_ Profession: \_\_\_\_\_

\*Without this information, we will be unable to properly identify you in the event we find adverse information during the course of our background search.

I hereby certify that the above information is true and correct. I understand that falsification of any of the above information may lead to discipline, termination, and/or denial of promotion or employment.

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

**REDSTONE VILLAGE  
PRE-EMPLOYMENT DRUG TESTING AGREEMENT**

I hereby consent to submit to a urinalysis and/or other tests as shall be determined by Redstone Village in the selection process of applicants for employment for the purpose of determining substance use. I understand that in the event I become a Redstone Village employee, I may be subject to future testing for post accident, random, or reasonable suspicion testing in accordance with the Drug & Alcohol Policy.

I understand and agree that Redstone Village may collect these specimens for the tests, and if the tests conducted at Redstone Village prove positive, I will be sent to Occupational Health Group (OHG) for a second analysis.

I further agree to, and hereby authorize, the release of the results of said tests to Redstone Village from the Occupational Health Group.

I understand the results of these tests may be used for employment decisions. I understand that the current use of drugs and/or alcohol shall prohibit me from being employed by Redstone Village. In the event I am an employee at the time of the test, I may be subject to discipline including termination, in accordance with the Drug & Alcohol Policy. I will be given reasonable opportunity to explain confirmed positive test for substances other than illegal drugs.

I agree to hold Redstone Village, Merit Resources, and it's agents, officers, and employees harmless from, and waive all claims, existing and future, for any and all liability (including negligence) arising in connection with the tests for drugs and/or alcohol.

I further agree that a reproduced copy of this pre-employment consent and release form shall have the same force and effect as the original.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced by anyone to sign this document.

**Applicant's Printed Name:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

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

**Witness' Printed Name:** \_\_\_\_\_

**Witness' Signature:** \_\_\_\_\_

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

**REASON FOR REFUSAL:** \_\_\_\_\_