



Ritzville Warehouse Co.

Odessa Trading Company

APPLICATION FOR EMPLOYMENT

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

Ritzville Warehouse Co is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, marital status, or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. The information collected by this application is solely to determine suitability for employment, verify identity and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Ritzville Warehouse Co. Please inform the company's personnel representative if you need assistance completing any forms or to otherwise participate in the application process.

GENERAL INFORMATION

Full Name _____ Date _____
FIRST MIDDLE LAST

Address _____
STREET CITY STATE ZIP CODE

Contact Number () _____ Date available for work _____

Alternate Contact Number () _____ E-mail (optional) _____

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B)? ☐ Yes ☐ No
(If hired, verification will be required consistent with federal law.)

Are you at least 18 years old? ☐ Yes ☐ No
(If no, you may be required to provide authorization to work.)

How were you referred to [EMPLOYER NAME]? _____

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POSITION INFORMATION

| | |
|---|--|
| Type of work desired? _____ | Salary range expected (required) _____ |
| Applying for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal | |

EDUCATION

| Type of School | School Name and Location | Highest Grade Completed | Grade Point Average | Course of Study or Major |
|-------------------------------------|--------------------------|-------------------------|---------------------|--------------------------|
| High School or G.E.D. equivalent | | 9 10 11 12/GED | | |
| College or University | | 1 2 3 4 | | |
| Vocational or Trade School | | | | |
| Graduate School | | | | |
| Other (including military training) | | | | |

List any work related certifications or licenses you currently possess.

BACKGROUND INFORMATION

| | |
|---|--|
| During the past seven years, have you ever been discharged, suspended or asked to resign from any position? | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No If yes, please explain. _____ |
| For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify name. _____ | |

PROFESSIONAL REFERENCES

| | |
|--|----------------------------|
| List three professional references (other than those listed as current/former supervisor) that we may contact: | |
| Name _____ | Telephone No. () _____ |
| E-mail Address _____ | Type of Acquaintance _____ |
| Name _____ | Telephone No. () _____ |
| E-mail Address _____ | Type of Acquaintance _____ |
| Name _____ | Telephone No. () _____ |
| E-mail Address _____ | Type of Acquaintance _____ |

EMPLOYMENT RECORD

List all employment experience for the past seven years, starting with the most recent or present employer, including US Military Service. Using a separate section for each position, describe in detail all work experience including periods of unemployment. **You may include as part of your employment history any verified work performed on a volunteer basis. Resumes may not be substituted in lieu of completing the following employment information.**

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| | |
|---|---|
| Current Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why? _____ Primary responsibilities _____ _____ | Phone (____) _____ From _____ Month Year To _____ Month Year Reason for Leaving _____ _____ |
| Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____ | Phone (____) _____ From _____ Month Year To _____ Month Year Reason for Leaving _____ _____ |
| Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____ | Phone (____) _____ From _____ Month Year To _____ Month Year Reason for Leaving _____ _____ |
| Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____ | Phone (____) _____ From _____ Month Year To _____ Month Year Reason for Leaving _____ _____ |

Have you worked for this company before?

☐ Yes ☐ No If yes, at what location? _____ Job title: _____

Have you signed or otherwise agreed to any non-solicitation, non-competition or other similar agreement with any prior employer? ☐ Yes ☐ No If yes, explain: _____

Please account for any gaps of employment. _____

ADDITIONAL COMMENTS

Please comment on how your prior education and experiences qualify you for the type of employment you are seeking. Detail any past responsibilities and achievements. Note any special coursework, honors, activities, special projects or any other information that will assist us in considering your application for employment. _____

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

I have disclosed all information that is relevant and should be considered applicable to my candidacy for employment.

_____ Initials

I understand, where permissible under applicable state and local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment, and must receive a negative result for illegal drug use before being permitted to commence work with Ritzville Warehouse Co.

_____ Initials

I understand, where permissible under applicable state and local law, I may be subject to a pre-employment medical examination after receiving a conditional offer of employment, and must meet the qualifications for the position, with or without reasonable accommodation, before being permitted to commence work with Ritzville Warehouse Co.

_____ Initials

I understand, where permissible under applicable state and local law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal background, driving record, credit history and other matters related to my suitability for employment. I understand that a separate disclosure and consent form will be provided to me prior to any background check.

_____ Initials

I hereby certify that the information given by me is true in all respects. I authorize Ritzville Warehouse Co and its representatives to contact my prior employers and all others (with the exception of my current employer, only if I have marked "May we contact?" on page 3/PAGE NUMBER of this application as "No") for the purpose of verification of the information I have supplied and release same from any liability resulting from the information released. I authorize employers, schools and other persons named on this application to provide any information or transcripts requested.

_____ Initials

I understand employment with Ritzville Warehouse Co is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.

_____ Initials

I hereby certify that, if employed, my employment with Ritzville Warehouse Co will not conflict with, or result in the violation of, breach of, or default under, any contract, agreement or understanding that I am a party to or am bound by, other than those I have disclosed in this application, if any.

_____ Initials

I hereby certify that, if employed, my employment with Ritzville Warehouse Co will not violate any non-solicitation, non-competition or other similar covenant or agreement I have with any of my prior employers, other than those I have disclosed in this application, if any.

_____ Initials

I hereby certify that, if employed, I will report to my supervisor, a representative of HR or other member of management, if I am ever harassed by someone in the company or if I ever become aware of any unethical behavior by any employee.

_____ Initials

I expressly understand and agree that, if employed, my employment, having no specified term, is based upon mutual consent and may be terminated at will, with or without cause, by either party Ritzville Warehouse Co or me without prior notice to the other, unless otherwise prohibited by law.

_____ Initials

I understand that no representation, whether oral or written, by any representative or agent of Ritzville Warehouse Co, at any time, can constitute an implied or express contract of employment. I further understand no representative or agent of Ritzville Warehouse Co has the authority to enter into an agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other terms or condition of employment other than in a document signed by the Director of Human Resources or an authorized representative.

_____ Initials

I certify that all of the above information is true and complete, and I understand that any falsification or omission of information may disqualify you from further consideration for employment or, if hired, may result in termination regardless of the time elapsed before discovery.

Note: An offer of employment is conditioned upon complying with Ritzville Warehouse Co's requirements including, but not limited to, signing a separate disclosure and consent form prior to any background investigation.

MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

Applicant's signature _____

Date _____