

# EMPLOYMENT APPLICATION

Programs, services, & employment are equally available to everyone.  
Please inform the Human Resources Department if you require reasonable accommodation for the application or interview.

**IN ORDER TO COMPLY WITH TABC RULES & REGULATIONS  
YOU MUST BE AT LEAST 21 YEARS OF AGE TO APPLY WITH RALSTON'S**

DATE: \_\_\_\_\_

POSITION APPLIED FOR \_\_\_\_\_

## APPLICATION DATA - PLEASE PRINT

FULL NAME: \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL/OTHER: \_\_\_\_\_

DATE AVAILABLE TO START: \_\_\_\_\_ SALARY REQUIREMENT: \_\_\_\_\_

HAVE YOU EVER WORKED FOR THIS COMPANY? \_\_\_\_ YES \_\_\_\_ NO  
IF YES, WHEN? \_\_\_\_\_

ARE YOU A CITIZEN OF THE UNITED STATES? \_\_\_\_ YES \_\_\_\_ NO  
IF NOT, ARE YOU LEGALLY ALLOWED TO WORK IN THE UNITED STATES? \_\_\_\_ YES \_\_\_\_ NO

TYPE OF EMPLOYMENT DESIRED: \_\_\_\_ FULL TIME \_\_\_\_ PART TIME \_\_\_\_ TEMPORARY \_\_\_\_ SEASONAL

**NOTICE: RALSTON'S COMPLETES A FULL CRIMINAL BACKGROUND CHECK ON ALL PROSPECTIVE  
EMPLOYEES BEFORE HIRE.**

HAVE YOU EVER PLED "GUILTY," "NO CONTEST," OR BEEN CONVICTED OF A CRIME?

\_\_\_\_ YES \_\_\_\_ NO IF YES, GIVE DETAILS: \_\_\_\_\_

Answering "yes" to these questions does not constitute an automatic rejection for employment.

Date of the offense, seriousness, and nature of the violation, rehabilitation, and position applied for will be considered.

WHO REFERRED YOU TO US? \_\_\_\_\_

SUMMARIZE YOUR SPECIAL SKILLS OR QUALIFICATIONS: \_\_\_\_\_

## EDUCATION:

HIGH SCHOOL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NO. OF YEARS COMPLETED: \_\_\_\_\_ DID YOU GRADUATE? \_\_\_\_ YES \_\_\_\_ NO

GPA: \_\_\_\_\_ CLASS RANK: \_\_\_\_\_

COLLEGE/UNIVERSITY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NO. OF YEARS COMPLETED: \_\_\_\_\_ DID YOU GRADUATE? \_\_\_\_ YES \_\_\_\_ NO

DEGREE: \_\_\_\_\_

MAJOR: \_\_\_\_\_ GPA: \_\_\_\_\_ CLASS RANK: \_\_\_\_\_

OTHER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

NO. OF YEARS COMPLETED: \_\_\_\_\_ DID YOU GRADUATE? \_\_\_\_ YES \_\_\_\_ NO

DEGREE: \_\_\_\_\_ MAJOR: \_\_\_\_\_ CLASS RANK \_\_\_\_\_

GPA: \_\_\_\_\_

**PREVIOUS EMPLOYMENT -  
BEGIN WITH MOST RECENT POSITION:  
(YOU MUST PROVIDE AT LEAST 2 WORKING PREVIOUS EMPLOYMENT PHONE NUMBERS!)**

DATES OF EMPLOYMENT: FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_

POSITION(S) HELD: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(INCLUDE CITY & STATE)

PHONE \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_ TITLE \_\_\_\_\_

RESPONSIBILITIES: \_\_\_\_\_

STARTING SALARY & TITLE: \_\_\_\_\_ ENDING: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

MAY WE CONTACT THIS EMPLOYER FOR REFERENCE? \_\_\_\_ YES \_\_\_\_ NO

DATES OF EMPLOYMENT: FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_

POSITION(S) HELD: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(INCLUDE CITY & STATE)

PHONE \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_ TITLE \_\_\_\_\_

RESPONSIBILITIES: \_\_\_\_\_

STARTING SALARY & TITLE: \_\_\_\_\_ ENDING: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

MAY WE CONTACT THIS EMPLOYER FOR REFERENCE? \_\_\_\_ YES \_\_\_\_ NO

DATES OF EMPLOYMENT: FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_

POSITION(S) HELD: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(INCLUDE CITY & STATE)

PHONE \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_ TITLE \_\_\_\_\_

RESPONSIBILITIES: \_\_\_\_\_

STARTING SALARY & TITLE: \_\_\_\_\_ ENDING: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

MAY WE CONTACT THIS EMPLOYER FOR REFERENCE? \_\_\_\_ YES \_\_\_\_ NO

**UNSIGNED APPLICATIONS WILL NOT BE ACCEPTED**

NOTICE: FILLING OUT AN APPLICATION IS NOT A GUARANTEE OF BEING HIRED OR EVEN INTERVIEWED. SUPERVISORS INTERVIEW AT THEIR OWN DISCRETION. DO NOT CALL THE OFFICE TO INQUIRE ABOUT YOUR APPLICATION. SUPERVISORS WILL CALL YOU IF THEY WISH TO INTERVIEW YOU.

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial, or medical history or other related matters as may be necessary for an employment decision. I hereby release employers, schools, or persons from all liability when responding to inquiries in connection with my application.

In the event that I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

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