

**Personal Information**

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

<b>Print Name:</b>		<b>Sex:</b>	
<b>Address:</b>		<b>Race:</b>	
<b>City, Stat, Zip:</b>		<b>DOB:</b>	<b>Age:</b>
<b>Telephone:</b>	(      )                      Cell (      )	<b>SSN:</b>	
<b>Spouse's Employment:</b>			

Riverview's legal obligations and contracts require that all personnel be of 21 years of age or older when operating company equipment and vehicles or entering restricted areas. Conflicts of interest may occur when an employee's spouse works at or services one of Riverview's customers in a capacity that specifically affects their Quality System.

**Desired Employment**

<b>Position:</b>		<b>Desired Hourly Rate:</b>	
<b>Days Available:</b>		<b>Date You can Start:</b>	
<b>Who Referred You To Riverview?</b>		<b>Hours Can Work:</b>	
<b>Employment Agency:</b>		<b>Newspaper Ad:</b>	<b>Friend:</b>
<b>State Employment Office:</b>		<b>College Placement:</b>	<b>Walk In:</b>

**Education & General**

School Level	Name & Location	Years	Graduate
High School			
GED			
College			
Trade or Business			
Other			
<b>What formal training if any have you had that applies to this position:</b>			
School			
Trade			
Other			

**Military Service**

<b>Branch of Service:</b>		<b>No. Years:</b>	
<b>Job Description:</b>		<b>Rank:</b>	
<b>Main Duty Location:</b>			
<b>Type of Discharge:</b>			
<b>Reserve Obligations:</b>		<b>No. Years:</b>	
<b>What formal training if any have you had that applies to this position:</b>			
<b>Ever Hold a Security Clearance while on active duty:</b>		<b>Yes</b>	<b>No</b>

Riverview's Scope of Accreditation allows for the possibility of performing calibrations for the Government, Department of Defense, Law Enforcement Agencies and other facilities which may require a background check or security clearance. Personnel who have held this type security clearance in the past should be familiar with this process.

**Former Employers**

List Below Last Three Employers, Starting with the most recent one first.

<b>Employer:</b>					
<b>Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip:</b>	
<b>Job Title:</b>		<b>Years There:</b>			
<b>Description of Work:</b>					
<b>Reason for Leaving:</b>					

**Former Employers (Continued)**

<b>Employer:</b>				
<b>Address:</b>				
<b>City:</b>		<b>State:</b>		<b>Zip:</b>
<b>Job Title:</b>		<b>Years There:</b>		
<b>Description of Work:</b>				
<b>Reason for Leaving:</b>				

<b>Employer:</b>				
<b>Address:</b>				
<b>City:</b>		<b>State:</b>		<b>Zip:</b>
<b>Job Title:</b>		<b>Years There:</b>		
<b>Description of Work:</b>				
<b>Reason for Leaving:</b>				

**I have performed the following duties in the past:**

<input type="checkbox"/>	<b>Data Entry</b>	<input type="checkbox"/>	<b>Report &amp; Form Generation</b>
<input type="checkbox"/>	<b>Banking</b>	<input type="checkbox"/>	<b>Accounts Payable &amp; Receivables</b>
<input type="checkbox"/>	<b>Filing, Labeling</b>	<input type="checkbox"/>	<b>Mailing &amp; Shipping</b>
<input type="checkbox"/>	<b>Telephone</b>	<input type="checkbox"/>	<b>Ordering</b>
<input type="checkbox"/>	<b>Book Keeping</b>	<input type="checkbox"/>	<b>General House Keeping</b>
<input type="checkbox"/>	<b>Advertising</b>	<b>Other:</b> _____	

**Mark all items below that you have experience with or used in the past:**

<b>Equipment</b>		<b>Software</b>	
<input type="checkbox"/>	<b>Computer</b>	<input type="checkbox"/>	<b>Word perfect</b>
<input type="checkbox"/>	<b>Fax Machine</b>	<input type="checkbox"/>	<b>Microsoft Word</b>
<input type="checkbox"/>	<b>Scanner</b>	<input type="checkbox"/>	<b>Microsoft Office</b>
<input type="checkbox"/>	<b>Copier</b>	<input type="checkbox"/>	<b>Microsoft Excel</b>
<input type="checkbox"/>	<b>Printers</b>	<input type="checkbox"/>	<b>Microsoft Access</b>
<input type="checkbox"/>	<b>Type Writer</b>	<input type="checkbox"/>	<b>QuickBooks or Quickbooks Pro</b>
<b>Other:</b> _____			

**References**

Give the Names of Three Persons You Are Not Related To, Whom You Have Known At Least One Year.

<b>Name:</b>			
<b>Address:</b>			
<b>City:</b>		<b>Telephone:</b>	
<b>Business:</b>		<b>Years Known:</b>	
<b>How do You know this person?</b>			

<b>Name:</b>			
<b>Address:</b>			
<b>City:</b>		<b>Telephone:</b>	
<b>Business:</b>		<b>Years Known:</b>	
<b>How do You know this person?</b>			

<b>Name:</b>			
<b>Address:</b>			
<b>City:</b>		<b>Telephone:</b>	
<b>Business:</b>		<b>Years Known:</b>	
<b>How do You know this person?</b>			

***Criminal Offenses***

*Have You Ever Been Convicted Of A Felony or Any Offense Within In The Last Five Years?*

<i>If Yes, Explain (will not necessarily exclude you from consideration):</i>

***General***

<i>Have you ever Held a Security Clearance, Been Bonded, Background Check or failed drug testing for a previous employer?:</i>	
<i>Do you have any physical condition(s) that keep you from lifting 50 pounds?</i>	
<i>Do you have any condition(s) keeping you from performing any required duties?</i>	
<i>Have you ever been involved with a company who is accredited or certified?</i>	
<i>Do you have a valid drivers license? And insurance? (Copy required if hired).</i>	
<i>Do you have reliable transportation?</i>	
<i>You understand traveling to classes or customer's sites is required?</i>	
<i>Briefly list or state what your best personal assets are that would benefit this company:</i>	

***Authorization***

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on the application will be grounds for immediate dismissal.

I authorize investigation of all statements contained herein and the references and employers 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 the company from all liability for any damage that may result from utilization of such information

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

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

# For Office Use Only

## Interviewers Use Only

<b>Interviewed By:</b>		<b>Date:</b>	
<b>Comments:</b>			

<b>Interviewed By:</b>		<b>Date:</b>	
<b>Comments:</b>			

<b>Interviewed By:</b>		<b>Date:</b>	
<b>Comments:</b>			

<b>Hired Date For Dept</b>		<b>For Position</b>	
<b>Salary or Wages</b>		<b>Will Report</b>	
<b>Approved 1</b>		<b>Date:</b>	
<b>Approved 2</b>		<b>Date:</b>	
<b>Approved 3</b>		<b>Date:</b>	