



# JOHN RENFRO SUPPLY COMPANY--CUMBERLAND MOUNTAIN EXPRESS

## Employment Application



We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status. Applicants may be subject to a drug screening and criminal background check. We are an At-Will, Equal Opportunity Employer.

Position Applied For: _____	Desired Salary/Hourly Rate: _____ hourly	Shifts Available: __1st __2nd __3rd	Are you available to work overtime? __yes __no	Date of Application: __/__/__
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Date available: \_\_\_\_\_ How did you learn about Renfro Supply Company?  
 Please list: \_\_\_\_\_ Friend \_\_\_\_\_ Relative \_\_\_\_\_ Walk-In \_\_\_\_\_ Other \_\_\_\_\_

### Personal Information

Last Name: _____	First Name: _____	M.I. _____
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Street Address: _____	City: _____	State: _____	Zip Code: _____	Home Phone: _____
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Alternative Phone: _____	Social Security Number: _____	Have you ever been bonded?: If yes, please list the employer name. __yes __no _____
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Are you over 18 years of age? __yes __no	Can you safely lift 40 or more pounds? __yes __no
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Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses which have not been annulled, expunged or sealed by a court? \_\_yes \_\_no

### Education

Type of School	Name	Location	Course(s) of Study	Circle Last Year Completed	Degree
High School				1 2 3 4	
College				1 2 3 4	
Trade School				1 2 3 4	
Additional				1 2 3 4	

### Skills

Miscellaneous Skills: _____
Check all that apply: __Typing ___wpm __Data Entry___npm __Multi-Line Phone
PC Programs: __Word __Excel __PowerPoint __Access __Internet Explorer __Outlook
Office Equipment: __Copier __Facsimile __Other _____

Warehouse Equipment:  
 \_\_Forklift \_\_Other \_\_\_\_\_

## Employment History

Please complete employment history starting with present or last position. (Please complete whether or not you have attached a resume.)

Company:	Position Held:	From: _____ To: _____ __/__/__ __/__/__	Salary: _____ Start_____ End_____
Address:	Supervisor:	Reason For Leaving:	
City/State/Zip:	Phone:		
Company:	Position Held:	From: _____ To: _____ __/__/__ __/__/__	Salary: _____ Start_____ End_____
Address:	Supervisor:	Reason For Leaving:	
City/State/Zip:	Phone:		
Company:	Position Held:	From: _____ To: _____ __/__/__ __/__/__	Salary: _____ Start_____ End_____
Address:	Supervisor:	Reason For Leaving:	
City/State/Zip:	Phone:		

May we contact your present employer? yes no      May we contact past employers?  yes no

### References

Name	Phone	Job Title	Relationship
1			
2			
3			
4			

I certify the information I have given on this application and resume is true and complete and understand, should I be hired, any misrepresentation or concealment of information may result in my discharge at any time.

I hereby attest, under penalty of perjury that I am lawfully permitted to work in the United States. I understand that if an offer of employment is made by the company, I will be required to present satisfactory documentation of personal identity and employability before I am hired.

I hereby authorize the company to investigate my records with my employers, school, organizations, references, and where deemed necessary, to obtain a consumer report as defined in Section 603(d) of the Fair Credit Reporting Act, and I release the company and all informants from such an investigation. I understand that should employment be denied based upon information contained in a consumer report obtained from a consumer reporting agency, the company will supply the name and address of the consumer reporting agency.

If hired, I agree to abide by the policies and expectations of the company and understand that my employment is "at will" and can be terminated by me or by the company at any time with or without cause subject only to applicable requirements of law and I will be paid only for services rendered to the time of my termination. In the event the company advances me money or other items of value, or I otherwise become indebted financially to the company, I agree to repay the company and also agree any wages due me upon termination may be offset by payroll deduction against any such monies due the company.

Nothing herein or during my employment shall be considered an employment contract and I understand no party has authority to vary the foregoing condition, with the sole exception of written variances signed by the President of the company.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**APPLICANT: DO NOT WRITE ON THIS PAGE**

Interviewer	Date	Comments

**REFERENCE CHECK**

Results of Reference Check	
1	
2	
3	
4	