



Henry H. Ross & Son, Inc.
121 Koser Road
Lititz, PA 17543

Employment Application

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

Date: _____

APPLICATION DATA:

How were you referred to us? _____ Position applied for: _____

Full Name: _____

Address: _____ (LAST) City: _____ (FIRST) State: _____ Zip: _____ (MIDDLE)

Phone: () _____ Mobile/Beeper/Other Phone: _____ Email Address: _____

Date available to start: / / Social Security #: _____ Salary Requirement: \$ _____

If you are under 18 years of age and we require a work permit, can you furnish one? Yes No

If no, please explain: _____

Have you ever worked for this company? Yes No If yes, when? _____

Are you a citizen of the United States? Yes No If not, do you have work papers? Yes No

Type of employment desired: Full-time Part-time

Have you ever been convicted of a felony or misdemeanor? Yes No

If yes, give dates and details: _____

Answering yes to these questions does not constitute an automatic rejection to employment. Date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be taken into consideration.

Driver's license number: _____ State: _____

EDUCATION:

High School: _____ Address: _____

of Years Completed: _____ Did you graduate? Yes No Degree: _____

Major: _____ GPA: _____

College/University: _____ Address: _____

of Years Completed: _____ Did you graduate? Yes No Degree: _____

Major: _____ GPA: _____

Other: _____ Address: _____

of Years Completed: _____ Did you graduate? Yes No Degree: _____

Major: _____ GPA: _____

REFERENCES:

Please furnish the names, addresses and telephones numbers of three people to whom you are not related and by whom you have not been employed.

Name: _____ Phone: () _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone: () _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone: () _____

Address: _____ City: _____ State: _____ Zip: _____

SUMMARIZE YOUR SPECIAL SKILLS OR QUALIFICATIONS:

PREVIOUS EMPLOYMENT (begin with most recent position):

Dates of Employment: From / / / To / / / Position held:

Firm: Address:

Phone () Supervisor: Title:

Responsibilities:

Starting Salary & Title: Ending Salary:

Reason for Leaving:

May we contact this employer for reference? Yes No

Dates of Employment: From / / / To / / / Position held:

Firm: Address:

Phone () Supervisor: Title:

Responsibilities:

Starting Salary & Title: Ending Salary:

Reason for Leaving:

May we contact this employer for reference? Yes No

Dates of Employment: From / / / To / / / Position held:

Firm: Address:

Phone () Supervisor: Title:

Responsibilities:

Starting Salary & Title: Ending Salary:

Reason for Leaving:

May we contact this employer for reference? Yes No

"I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its President, and then only when in writing and signed by the President, has any authority to enter into any agreement for employment for any specified of time, or to make any agreement contrary to the foregoing."

Signature of Applicant: _____ **Date:** _____