



Employment Application

318 Hwy 35/64 – Houlton, WI – 54082

P: 715-247-3856 | F: 715-247-4798

Complete all sections accurately. Rivard Stone is an equal opportunity employer. We require pre-employment drug testing, physical and back screen. Employment is conditional upon results. Please sign the last page of this application indicating your acceptance of our policy.

Today's date: _____

Full Name (First, middle, last): _____

Address: _____

Phone: _____ Email: _____

How long have you lived at the above address? _____

Are you lawfully permitted to work in the United States? _____

Are you over 18 years of age? Yes _____ No _____

Have you ever applied for a position at Rivard Stone Inc.? Yes _____ No _____ If yes, when? _____

Position applying for: _____

Date available for work: _____ Hours available/week to work: _____

Please list your weekly availability

	From	To
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Education

Do you have a high school diploma or GED? Yes _____ No _____

Name of last school attended: _____

City: _____ State: _____ Last Month/Year attended: _____

Circle last year of school completed: 10 11 12 13 14 15 16 17 18 19 20

Circle the highest degree earned: High School Diploma GED Certificate AA BD MD PhD Other

Area of concentration and/or degree(s), certificates, licenses, endorsements: _____

Do you have a current license or registration in any trade or profession? If yes, please list: _____

Do you have computer experience? Yes _____ No _____ Please list any software you are familiar with:

Other training or skills (Factory or office machines operation, special courses, computer skills, etc.):

Employment History – please list starting with current or most recent employment.

If there are any gaps in employment or additional positions that you wish to list, please include them on the back side of this page.

Business name: _____ Job Title: _____

Address: _____

Phone number: _____ Supervisor: _____

Start date: _____ End date: _____ Rate of pay: _____

Detail job duties: _____

Reason for leaving: _____

May we contact this employer? Yes _____ No _____

Business name: _____ Job Title: _____

Address: _____

Phone number: _____ Supervisor: _____

Start date: _____ End date: _____ Rate of pay: _____

Detail job duties: _____

Reason for leaving: _____

May we contact this employer? Yes _____ No _____

Business name: _____ Job Title: _____

Address: _____

Phone number: _____ Supervisor: _____

Start date: _____ End date: _____ Rate of pay: _____

Detail job duties: _____

Reason for leaving: _____

May we contact this employer? Yes _____ No _____

References: please list three professional references

Name		Email		phone		Years known	
Name		Email		phone		Years known	
Name		Email		phone		Years known	

Please provide any additional information about your abilities or interests that makes you a good candidate for this position: _____

I certify that all statements on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I hereby acknowledge that I have read and understand the above statement.

Signature of Applicant

Date

To Whom It May Concern:

I have applied for employment with Rivard Stone. As part of the application process, Rivard Stone requests verification of information contained in my application before and/or after employment with them. I authorize you to provide my employment history to Rivard Stone. This authorization is intended to include but not limit to: verbal comments or opinions including reason for my termination, complete copies of any employment records you have, management comments and any other sundry information requisition by Rivard Stone or its office personal.

A copy of this authorization to any party named in the employment application may be accepted as an original.

Sincerely,

Applicant

Date