



### Employment Application

Ritsema Associates is proud to be an Equal Opportunity Employer. All qualified applicants will received consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

#### APPLICANT INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Full Name: \_\_\_\_\_  
*First* *Last*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *State* *Zip Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available to Start: \_\_\_\_\_ Desired Wage/Salary: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Are you authorized to work in the United States? *(All employees  
 Citizenship is verified via Goodhire upon hire)* YES NO

Are you at least 18 years of age?  
*(If no, you may be required to provide work authorization)* YES NO

Are you able to perform the essential job functions, with or  
 Without a reasonable accommodation? YES NO

Have you ever been convicted of a felony? *(If yes, please explain)* YES NO  
 Explanation: \_\_\_\_\_

Voluntary Question: Do you have military experience? *(If yes, what  
 Branch?)* YES NO  
 Branch: \_\_\_\_\_

Were you referred by a Ritsema Employee? YES NO  
 Who: \_\_\_\_\_

**EDUCATION**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Did you graduate? \_\_\_ YES \_\_\_ NO Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Did you graduate? \_\_\_ YES \_\_\_ NO Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Did you graduate? \_\_\_ YES \_\_\_ NO Degree: \_\_\_\_\_

**PRIOR CONSTRUCTION EXPERIENCE**

*Please check all that apply*

**DRYWALL**

Acoustical Ceiling \_\_\_\_\_  
Drywall Hanger \_\_\_\_\_  
Drywall Finisher \_\_\_\_\_  
Drywall Foreman \_\_\_\_\_  
Superintendent \_\_\_\_\_

**FLOORING**

Tile Setter \_\_\_\_\_  
Carpet Installer \_\_\_\_\_  
Level/Gridding \_\_\_\_\_  
Floor Foreman \_\_\_\_\_  
Superintendent \_\_\_\_\_

**OTHER**

Fire-proofing \_\_\_\_\_  
Fire-stopping \_\_\_\_\_  
Welding \_\_\_\_\_  
EFIS/Plaster \_\_\_\_\_  
Framing \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Hourly Wage/Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? \_\_\_ YES \_\_\_ NO



Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Hourly Wage/Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? \_\_\_\_\_ YES \_\_\_\_\_ NO



Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Hourly Wage/Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? \_\_\_\_\_ YES \_\_\_\_\_ NO

**RELATED LICENSES AND CERTIFICATIONS**

Certification/License: \_\_\_\_\_ Earned On: \_\_\_\_\_ Expire: \_\_\_\_\_

Certification/License: \_\_\_\_\_ Earned On: \_\_\_\_\_ Expire: \_\_\_\_\_

Certification/License: \_\_\_\_\_ Earned On: \_\_\_\_\_ Expire: \_\_\_\_\_

**DISCLAIMER AND SIGNATURE**

*Please read carefully before signing.*

*Ritsema Associates is an equal opportunity employer. Ritsema Associates does not discriminate in employment on account of race, color, religion, national origin, citizenships status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.*

*I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Ritsema Associates to hire me. If I am hired, I understand that either Ritsema Associates or I can terminate my employment at any time for any reason, with or without cause and without prior notice. I understand that no representative of Ritsema Associates has the authority to make any assurance to the contrary.*

*I agree if requested to take a physical exam, including drug and alcohol testing. I agree to a background check conducted by Ritsema Associates and understand this will include criminal history, sex and violent offender registries. I understand the results of these test will determine my employment status and offer.*

*I attest with my signature below that I have given Ritsema Associates true and complete information on this application. No requested information has been concealed. I authorize Ritsema Associates to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for denial of employment or immediate dismissal.*

Signature: \_\_\_\_\_

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