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Email: Info@RelayApplication.com

Application for Employment

POSITION APPLIED FOR: Title PERSONAL INFORMATION Name (Last, First, Middle Initial) Social Security Number Address (Street, City, State, Zip Code) Home Phone Number Work Phone Number Cell Phone Number Expected Pay (not required for CA residents) Preferred Contact Phone Number Have you been employed under other names? ☐ Home ☐ Work ☐ Cell List Name(s): Are you legally authorized to work in the United States? ☐ No If employed, you must show documents that prove your identity and employment eligibility as required by the Immigration Reform and Control Act of 1986. Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B)? If hired, verification will be required consistent with federal law **EDUCATION & SKILLS** Please list all education beginning with most recent. Indicate a diploma or degree, if completed. Name & Location of School Degree & Major # of yrs. Graduated Complete Graduate School Yes If no, approx. number of credit hours completed: Yes College If no, approx. number of credit hours completed Yes If no, approx. number of credit College hours completed Trade, Business or Correspondence School ☐ Yes If no, approx. number of credit hours completed Other Yes If no, approx. number of credit hours completed High School/GED Yes If no, approx. number of credit hours completed LICENSES/COMPUTER SKILLS/CERTIFICATIONS/PROGRAMS/LANGUAGES: List technical or specialized skills/credentials relevant to this job, including certifications, professional licenses, registrations held (include certification/registration number and expiration date) and knowledge of any computer programming languages or specialized software or hardware. Add level of competency where appropriate (Beginner, Intermediate, Advanced)

EMPLOYMENT HISTORY: List all employment including military and volunteer service starting with the most current position held. Show employment history from the time you left school (supplemental sheets available). Explain gaps in employment history. You may attach a resume, but you must complete the employment section. This information will be used in reference checks. Position Title Dates Employed (month/year) From: Salary (not required (not required for CA Organization Name/Address for CA residents) residents) Final: \$ Start: \$ /Month /Month Full-time Part-time, hrs/wk May we contact for references Supervisor's Name/Title/Phone: Reason For Leaving: ☐ Yes □ No Duties: Dates Employed (month/year) Position Title From: Salary (not required (not required for CA Organization Name/Address for CA residents) residents) Final: \$ Start: \$ /Month /Month ☐ Full-time Part-time, hrs/wk Supervisor's Name/Title/Phone: May we contact for references Reason For Leaving: ☐ Yes ☐ No Duties: Dates Employed (month/year) Position Title Salary (not required (not required for CA Organization Name/Address for CA residents) residents) Start: \$ Final: \$ /Month /Month ☐ Full-time ☐ Part-time, hrs/wk May we contact for references Supervisor's Name/Title/Phone: Reason For Leaving: ☐ Yes ☐ No Duties: Have you ever involuntarily left a job or been laid off? ☐ Yes ☐ No If Yes, please explain: PLEASE READ CAREFULLY AND CHECK THE BOX - I certify that the above statements are correct. I understand that any false information (or omissions) in this application, or its supporting documents, will be sufficient grounds for refusal to hire me or termination without notice. I further understand that Relay Application Innovation, Inc. has the right to review my education, previous employment, driving, and criminal records and other background data. RAI does not employ individuals who smoke. The RAI no-smoking policy is to protect the health of the employees, to maintain the best health benefits, and to minimize loss of productivity related to smoking illnesses. A non-smoker is someone who has not smoked for 6 months prior to accepting employment. This policy applies to employees of the RAI office that is located in Washington State. ☐ APPLICANT'S SIGNATURE: DATE:

EMPLOYMENT HISTORY CONTINUATION

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Dates Employed (month		Position Title		
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