

RIO RECORDS SERVICE, INC.

Application for Employment An Equal Opportunity Employer

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application blank. PLEASE PRINT, except for signature on back of Application. All information given will be available only to persons who have a "need to know" or as required by law. This company will make reasonable accommodation in the application process, if needed.

This application is current only for thirty (30) days, at the conclusion of which time, if you have not heard from us and still wish to be considered for employment, it will be necessary for you to fill out a new application.

Name (Print) _____ Today's Date _____
Last First Initial

Present Address _____ Tel. No. _____
No. Street City State Zip

Email Address: _____

Position Applied for? _____ When are you available for employment? _____

Which type of employment are you looking for? Full-time _____ Part-time _____ Temporary _____

RECORD OF EMPLOYMENT

| | | | | | | | |
|---|---------|-------------|--------|--------------------|--|---------------------------|--|
| 1. Name of Current/Most Recent Employer | | Address | | Telephone | | Type of Business | |
| Dates Employed | | Rate of Pay | | Reason for Leaving | | Supervisor's Name & Title | |
| From | To | Starting | Ending | | | | |
| Mo. Yr. | Mo. Yr. | | | | | | |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions. | | | | | | | |

May we contact your current employer? Yes _____ No _____

| | | | | | | | |
|---|---------|-------------|--------|--------------------|--|---------------------------|--|
| 2. Name of Previous Employer | | Address | | Telephone | | Type of Business | |
| Dates Employed | | Rate of Pay | | Reason for Leaving | | Supervisor's Name & Title | |
| From | To | Starting | Ending | | | | |
| Mo. Yr. | Mo. Yr. | | | | | | |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions. | | | | | | | |

| | | | | | |
|---|---------|-------------|--------|--------------------|---------------------------|
| 3. Name of Previous Employer | | Address | | Telephone | Type of Business |
| Dates Employed | | Rate of Pay | | Reason for Leaving | Supervisor's Name & Title |
| From | To | Starting | Ending | | |
| Mo. Yr. | Mo. Yr. | | | | |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions. | | | | | |

| | | | | | |
|---|---------|-------------|--------|--------------------|---------------------------|
| 4. Name of Previous Employer | | Address | | Telephone | Type of Business |
| Dates Employed | | Rate of Pay | | Reason for Leaving | Supervisor's Name & Title |
| From | To | Starting | Ending | | |
| Mo. Yr. | Mo. Yr. | | | | |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions. | | | | | |

Have you ever been convicted of a criminal offense? Yes ___ No ___ (A conviction will not necessarily disqualify an applicant.)

If yes, please explain: _____

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

Are you authorized to work in the United States? Yes _____ No _____
(Federal Law requires proof of identity and employment authorization for all new employees.)

For Driving Job Only Do you have a valid driver's license? Yes _____ No _____

Fill only if "Yes" State License issued: _____ License Number _____

| EDUCATION | (Circle last year completed) | SCHOOL NAME | MAJOR SUBJECTS |
|------------------|------------------------------|-------------|----------------|
| High School | 1 2 3 4 | _____ | _____ |
| College | 1 2 3 4 5 6 | _____ | _____ |
| Trade/Vocational | | _____ | _____ |

| | |
|--|---------------------------|
| If you are an experienced operator of any business/plant machines or equipment, please list: | Other job related skills: |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Are you related to any Rio Records Service, Inc. Employee, Client, Contractor, Vendor, or Corporate Customer?

No _____ Yes _____ If Yes, please explain: _____

This Employment Application is used to notify me that the nature and scope of an investigation, if one is conducted, could include such general identification information as residence verification, and, as applicable, information concerning my employment, education, general reputation, character, personal characteristics, and habits, and that such information may be developed through personal interviews with third parties such as family members, neighbors, friends, associates, former employers, educational institutions, custodians of official records or other sources. Only job-related information developed from such a report will be considered in evaluating my employment application or continued employment. I hereby authorize these persons, companies, organizations or corporations to answer all questions or release any information regarding the items listed in this paragraph. I hereby release them from any liability and hold them harmless from any claim for releasing any truthful information within their knowledge and/or records.

I authorize the Rio Records Service, Inc. to release to any person, firm, entity or organization with which I may seek employment in the future, any truthful information concerning my work experience with the Rio Records Service, Inc. I hereby release and hold the Rio Records Service, Inc. harmless from any claim for releasing any truthful information within its knowledge and/or records.

I understand that any job offer that may be extended to me will be contingent upon the successful completion of a drug and alcohol test.

I certify that the answers given by me to the foregoing questions and during any interviews are true and correct without consequential omissions, and understand that, if employed, omissions and/or false statements on this application or during any interviews may result in dismissal. I understand and acknowledge that, if hired, my employment is for no definite period and either the Employer or I may terminate our relationship at will at any time, without notice or any reason, and that this employment application does not constitute an employment contract. I have had an opportunity to have my questions about this statement's content and intent answered and understand its terms.

_____ Date

_____ Signature of Applicant

DO NOT WRITE BELOW
FOR OFFICE USE ONLY

Date In: _____

Date Reviewed: _____

Disposition: _____