



Residential, Industrial, Commercial  
General Engineering Contractors

State License #747268 & 384944  
General Building Contractors

[RICgeneral@ricconstruction.com](mailto:RICgeneral@ricconstruction.com)

## Employment Application

Please fill in all forms completely and return them to the office in person, via fax or via e-mail.

Incomplete applications cannot be processed.

We will require a copy of social security cards and state identification upon hire.

All new employees are under a 90-day probationary period.



R.I.C. Construction Co., Inc. is an Equal Opportunity Employer.

**APPLICANT INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt/Unit#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Home  Cell  Work

Alternate Telephone: \_\_\_\_\_

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

Position Applied For: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Are you legally authorized to work in the United States? Yes:  No:

Have you ever worked for R.I.C. Construction, Inc. before? Yes:  No:  If so, when: \_\_\_\_\_

Email Address for Payroll Documents: \_\_\_\_\_

**EDUCATION**

High School: \_\_\_\_\_ Location: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes:  No:

College: \_\_\_\_\_ Location: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes:  No:

Degree received: \_\_\_\_\_ G.P.A.: \_\_\_\_\_

Other: \_\_\_\_\_ Location: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes:  No:

Degree Received: \_\_\_\_\_ G.P.A.: \_\_\_\_\_

Coursework, skills or certifications applicable to this position: \_\_\_\_\_

**PROFESSIONAL REFERENCES**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

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

**PREVIOUS WORK EXPERIENCE**

Company: \_\_\_\_\_ Contact #: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous employer for a reference? Yes:  No:

Company: \_\_\_\_\_ Contact #: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous employer for a reference? Yes:  No:

Company: \_\_\_\_\_ Contact #: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous employer for a reference? Yes:  No:

**MILITARY SERVICE**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, please explain: \_\_\_\_\_

**DISCLAIMER AND SIGNATURE**

“I certify that the facts in this application are true to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information:

I also understand and agree that no representative of the company has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.”

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



**R.I.C Construction Co., Inc.**

**Employment Verification Authorization Form**

Print Applicant Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

I hereby authorize R.I.C. Construction Co., Inc. and its designated agents and representatives to conduct an employment verification review. I release former employers from any indemnity or liability resulting from the release of information, including duration of employment, rate of pay, disclosure of duties, reason for termination or any other information related to my previous employment or employers.

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

Verify Dates of Employment: \_\_\_\_\_

Position Title: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Is this applicant eligible for rehire with your company? Yes:  No:

Name of Company Representative: \_\_\_\_\_

Position of Company Representative: \_\_\_\_\_

Fax back to (760) 244-1419 or e-mail to [accounting@ricconstruction.com](mailto:accounting@ricconstruction.com)

Thank you for your help.