

# REGIONAL INCOME TAX AGENCY (RITA)

## EMPLOYMENT APPLICATION

The Regional Income Tax Agency considers applicants for all positions on the basis of qualifications and without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation, and any other legally protected status.

Position(s) Applied For

Date of Application

How did you learn about the company? (Check one)

Advertisement

Friend

Walk-in

Recruiting Firm

Current Employee

Other:

### PERSONAL INFORMATION

Last Name

First Name

Middle Name

Address

City

State

Zip

County

Telephone Number(s) where we can contact you:

Email Address

Social Security Number

Are you available to work: (Check One)

Regular Full-time

Regular Part-time: \_\_\_ Hours/Wk.

Seasonal: \_\_\_ Hours/Wk.

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes

No

Have you ever submitted an application with this Agency before?

Yes

No

If yes, please give date: \_\_\_\_\_

Have you ever been employed with this Agency before?

Yes

No

If yes, please give date: \_\_\_\_\_

Are you currently employed?

Yes

No

If yes, may we contact your present employer for references?

Yes

No

Are you legally qualified to work in the United States?

Yes

No

*(Only U.S. citizens or aliens who have a legal right to work in the U.S. are eligible for employment.*

*Proof of citizenship or immigration status will be required upon employment)*

On what date would you be available for work? \_\_\_\_\_

### ATTENDANCE AND PUNCTUALITY INFORMATION

Consistent attendance and punctuality are essential requirements of every job with this Agency. Is there anything which would interfere with your regular attendance and punctuality if you are offered a job with this Agency? Yes No

If yes, please explain \_\_\_\_\_

Are you able to perform the essential requirements of the job?      Yes      No

If no, are there reasonable accommodations that can be made to allow you to perform the essential functions of the job? \_\_\_\_\_

**EDUCATION**

High School	Address		Check Last Year Attended				Graduated	
			9	10	11	12	Yes	No
College	Address		Check Last Year Attended				Graduated	
			1	2	3	4	Yes	No
Degree:	Yes	No	GPA					
Major:								
College	Address		Check Last Year Attended				Graduated	
			1	2	3	4	Yes	No
Degree:	Yes	No	GPA					
Major:								
_____ _____								

**REFERENCES**

List names, addresses, and telephone numbers of three business references who are not related to you.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY (List your most recent position first).**

1. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			
2. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			
3. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			
4. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			

List professional, trade, business, or civil activities and offices held. You may exclude memberships which reveal sex, race, religion, origin, age, disability or other protected status.

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Have you ever been discharged from any employment or asked to resign?      Yes      No

If yes, please explain:

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**NOTIFICATION AND AGREEMENT  
PLEASE READ BEFORE SIGNING**

**I CERTIFY THAT ALL ANSWERS GIVEN BY ME ARE TRUE, ACCURATE AND COMPLETE. I UNDERSTAND THAT THE FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACT ON THIS APPLICATION (OR ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS) WILL BE CAUSE FOR DENIAL OF EMPLOYMENT OR IMMEDIATE TERMINATION OF EMPLOYMENT, REGARDLESS OF WHEN OR HOW DISCOVERED.**

Questions regarding this statement should be directed to any employment interviewer before signing. The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

It is the policy of the Regional Income Tax Agency to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, sex, national origin, or marital status, and to afford equal opportunities to disabled veterans, veterans of the Vietnam era, and individuals with a disability, and any other characteristic protected by Federal, State or Local law.

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation.

If hired, I agree to abide by all of the Agency policies and procedures, and understand that, if employed, the employment relationship with the Regional Income Tax Agency is "at will". This means that my employment may be terminated with or without cause, and with or without notice, at any time, at the option of either the Agency or me. I further understand that no representation, whether oral or written by any representative or agent of the Regional Income Tax Agency, at any time, can constitute a contract of employment. I understand that the Regional Income Tax Agency and all Plan Administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms or conditions of employment. No representative or agent of the Regional Income Tax Agency has the authority to enter into any agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other term or condition of employment other than in a document signed by the Executive Director, or to make any agreement contrary to the foregoing.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_