



Dig Deeper, Climb Higher

1039 Islington St
 Portsmouth, NH, 30801

Tel: 603.433.3982

Fax: 603.433.3984

Web: www.rkm-research.com

Employment Application

 Last name First name Middle name

 Street City State Zip

 Telephone number(s) where we may contact you Social Security number
 Home: () Cell: ()

If you are a college student and the above is you college address, please provide your home address:

 Street City State Zip

 Home phone

 Positions applied for Date available Date of Application

If hired, you must be able to work at least two regular time periods each week.
 Hours of operation are:

Monday through Friday	5 PM – 9 PM
Saturday	10 AM – 2 PM
Sunday	2 PM – 8 PM

 Circle at least two (and any additional days) you are available to work on a weekly basis:

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
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Are you at least 18 years of age? (If no, you may be required to provide work authorizations) Yes No

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

Are you fluent in a language in addition to English? Yes No If yes, what language/s? _____

Have you ever been employed with RKM before? Yes No

If yes, when? _____

Any military experience? Yes No

If yes, branch of service _____ Dates: from _____ to _____

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

If yes, identify employer and please explain: _____

Have you ever been convicted of any crime/s that were not annulled in court? Yes No

If yes, state citations, dates, courts, and places where offense/s occurred (list all except minor traffic violations such as parking tickets):

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience (i.e., list your computer skills, familiarity with certain software and telephone/customer service background):

EDUCATION

TYPE OF SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY OR MAJOR	CIRCLE LAST YEAR COMPLETED	LIST DEGREES
High school			9 10 11 12	
College			1 2 3 4	
Graduate			5 6 7 8	
Vocational			1 2 3 4	

RKM Research and Communications is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, pregnancy, sexual orientation, age, national origin, disability, marital, veteran or any other legally protected status.

EMPLOYMENT EXPERIENCE

Start with your present or most recent position and furnish all information requested. You may attach a resume to your application, but this section must be thoroughly completed. If you need additional space, please continue on a separate sheet of paper.

Employer	Dates Employed		Describe Work Performed
Address	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			

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APPLICATION AGREEMENT AND CERTIFICATION

I understand and agree that: The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification of refusal of employment or, if discovered once employed, the termination of my employment with RKM Research and Communications. Any offer of employment I may receive from RKM Research and Communications is contingent upon my successful completion of the Company's total preemployment screening process, including but not limited to the Company's soliciting and receiving background information and references. In processing my application for employment, the Company may verify all the information provided by me, or may procure, with my consent, information concerning my prior employment, military record, education, driving record and criminal record, if necessary for the position for which I have applied. I authorize and request that all of my present and former employers, including supervisors and managers, and any other individuals I have listed as personal references, furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.

In consideration of my employment I agree to comply with the policies, rules, regulations, and procedures of the Company and understand that my employment and compensation can be terminated with or without cause, reason, or advance notice, at any time, at the option of either the Company or myself. I further understand that no manager or representative of the Company, other than the President or Vice President, Human Resources, has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to the foregoing. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and by one of the individuals designated above.

Signature _____ Date _____

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RELEASE FORM—EMPLOYMENT REFERENCES
Please print:



Date _____

Last name _____ First name _____ Middle _____

Address _____ City _____ State _____ Zip _____

I authorize my current and/or previous employers to furnish RKM Research and Communications, Inc. the information requested in the reference check that RKM Research and Communications, Inc.'s Human Resources representative may conduct. I further promise to hold said current and/or previous employer/s, its employees and officers harmless for any statements made herein.

Social Security number _____ Signature _____

Please check:

Yes No I authorize RKM Research and Communications, Inc., 1039 Islington St, Portsmouth, NH, 03801, to contact any former employer to obtain any data necessary to support this application.

Yes No I authorize RKM Research and Communications, Inc., 1039 Islington St, Portsmouth, NH, 03801, to contact my present employer to obtain any data necessary to support this application.

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Employment Application Supplement

The following information is gathered by the Human Resources Department of RKM Research and Communications, Inc. for Equal Employment Opportunity reporting requirements. The statistical information we obtain through the use of this form is valuable to us and will remain confidential. You are not required to provide this information. Completing this form is voluntary. This information will be separated from your employment application before you are considered for a position with RKM Research and Communications, Inc. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, pregnancy, sexual orientation, age, national origin, disability, marital, veteran or any other legally protected status.

Please provide the following information:

1. Gender Male Female
2. Date of birth _____
(month/day/year)
3. Please identify yourself in terms of the racial / ethnic groups listed below by checking the appropriate box:
 Black American Indian or Alaskan Native
 Hispanic Asian or Pacific Islander
 White Other (specify) _____
4. How did you hear about this job?
 Advertisement—Name of publication: _____
 Employee—Name of employee: _____
 Employment agency—Name of employment agency: _____
 Other: _____

Please print:

Date _____

Last name _____ First name _____ Middle _____

Address _____ City _____ State _____ Zip _____

Phone _____