



Ramey Environmental Compliance, Inc.
Management and Operation Solutions for
Water and Wastewater Treatment
303-833-5505

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www.RECinc.net

Employment Application

Personal Information

Full Name _____ SS # _____ Telephone # _____
Address _____ City, State _____ Zip _____

Employment Desired

Position/s applying for: 1. _____ 2. _____

Date you can begin: _____ Salary Desired _____

Are you currently employed? Yes No

If yes, may we contact employer? Yes No

Employment Sought: Full Time Part Time

Can you, at the time of employment, submit verification of your legal right to work in the United States? Yes No

Education

Location _____ Graduate? Yes No

Location _____ Graduate? Yes No

Major _____

College _____ Location _____ Graduate? Yes No

Major _____

Trade/Business/Graduate School _____ Location _____

Graduate? Yes No

Major _____

Please Answer

What are your career goals? _____

Where did you get the information about the position? _____

Employment History — complete the requested information for your current or most recent position in the first section and work backwards, providing information for all positions you have held for at least the last ten years (not just the ones you feel are applicable to this position). Please attach additional sheets if necessary.

Company Name _____ Supervisor _____ Last Position _____ Address _____ Telephone No. _____ Responsibilities _____ _____ _____ City, State, Zip _____ Dates of Employment _____ Reason for Leaving _____ Starting Salary: \$ _____ Ending Salary: \$ _____
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Skills and Qualifications

Do you have the necessary experience operating equipment as specified in the position description? Yes No

Administrative Skills (please check the boxes if you have these skills)

Typing _____WPM

Please check the appropriate box if you have business proficiency in any of these Microsoft programs:

Access Excel Front Page Outlook PowerPoint Word

Driver's License: Yes No State:_____Number: __ ____ Expires _____

Please explain any other information regarding how you qualify for the position(s): _____

Other than minor traffic offenses, have you EVER been convicted of a crime or entered a plea of "guilty" or "no contest" to a crime? Yes No

If yes, you must describe (1) date of offense, (2) original charge or nature of offense, (3) name of jurisdiction in which offense occurred, (4) name of court in which sentencing occurred, and (5) disposition. (The existence of a criminal record does not constitute an automatic rejection of employment.)

Have you ever been asked to leave a job involuntarily or through mutual agreement?

Yes No

Have you ever been fired from a job? Yes No

Have you ever quit after being told you would be fired? Yes No

Any issues with your current or past employers? Yes No

If you have checked "Yes" to any of these questions, please explain: _____

References — list 3 individuals [not related to you] who are familiar with your work-related skills

Name	Name of Company	Company Address	Telephone No.	Years Acquainted

SIGNATURE, CERTIFICATION AND RELEASE OF INFORMATION

I certify that the information in this application, supplement and all attachments is true and complete. I understand that false statements, misrepresentations or omissions of information in this application, supplement, attachments, or other forms, may result in rejection of this application, removal from an eligibility list or other disciplinary action. Ramey Environmental, is expressly authorized to investigate all statements contained in this application, supplement or attachments. I consent to the release of information about my ability and fitness for employment by current and previous employers, schools, law enforcement agencies, and other individuals and organizations to investigators, recruiters, and other authorized employees of Ramey Environmental. Further, I understand that employment by Ramey Environmental is conditioned upon the successful completion of an investigation into my background. I hereby authorize Ramey Environmental to conduct such background investigation, including criminal and driving records check, if applicable. I understand I may be disqualified from further consideration should I fail any of the testing and background processes. In the event that I may be employed by Ramey Environmental, I agree to comply with all rules and regulations.

This firm is an equal employment opportunity employer and does not discriminate because of age, sex, race, color, national origin, disability, or religious preference.

Your signature on this Release Form indicates that you understand and agree that if employed, that employment is for no definite period, and may, regardless of the date of payment of your wages and salary, be terminated at any time without previous notice.

In closing, we ask that you read [and complete where needed] the remaining three [3] statements and that your signature on this Release Form indicates you understand each.

1. I have read and understand the job description for the position of Administrative Assistant/Compliance Assistant.
2. I understand that misrepresentation or omission of facts herein is cause for termination, if employed.
3. I have read and understand the attached application and have answered all portions of the application truthfully and correctly with no omissions.

Signature: _____

Date signed: _____