



# Employment Application

*Please return this application to [hr@rayotek.com](mailto:hr@rayotek.com)*

Rayotek Scientific, Inc is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any protected basis. Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

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## Personal Data

Legal Name First Middle Last

Street Address City State Zip Code

Cell Phone Home Phone

Are you 18 years of age or older? Yes No

Have you ever applied to or worked for Rayotek before? Yes No  
If yes, when?

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We may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest.

Do you have any relatives working for Rayotek? Yes No  
If yes, state name(s) and relationships:

Name Relationship

Name Relationship

If hired, would you have a reliable means of transportation to and from work? Yes No

If hired, can you present evident of your U.S. citizenship or proof of your legal right to live and work in this country?  
Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

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Are you currently employed? Yes No

If so, may we contact your current employer?

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The information requested below is necessary for the specific position for which you are applying.

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? Yes No

(Misdemeanor convictions for marijuana-related offenses that are more than two years old, convictions that have been judicially dismissed or ordered sealed, pursuant to law need not be listed.)

If yes, state nature of the crime(s), when and where convicted, and disposition of the case:

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(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances, and the relevance of the offense to the position(s) applied for may, however, be considered.)

How were you referred to the Company?

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## Position Preferences

What is the position you are applying for?

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Schedule desired: Full Time  Part Time  # of Hours per Week \_\_\_\_\_

If applying for temporary work, during what period of time will you be available?

From: To:

What days and hours are you available to work? \_\_\_\_\_

Are you available to work overtime? Yes No

What date can you start work? \_\_\_\_\_

Can you travel if required? Yes No

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## Education

### High School

Did you graduate?  Yes  No

### College, Trade School, Vocational Training

Did you attend?  Yes  No

Did you graduate?  Yes  No

School Name: \_\_\_\_\_ City and State: \_\_\_\_\_

Degree or # of Years Completed: \_\_\_\_\_

Major or Subject: \_\_\_\_\_

School Name: \_\_\_\_\_ City and State: \_\_\_\_\_

Degree or # of Years Completed: \_\_\_\_\_

Major or Subject: \_\_\_\_\_

### Graduate School

Did you attend?  Yes  No

Did you graduate?  Yes  No

School Name: \_\_\_\_\_ City and State: \_\_\_\_\_

Degree or # of Years Completed: \_\_\_\_\_

Major or Subject: \_\_\_\_\_

### Post-Graduate School

Did you attend?  Yes  No

Did you graduate?  Yes  No

School Name: \_\_\_\_\_ City and State: \_\_\_\_\_

Degree or # of Years Completed: \_\_\_\_\_

Major or Subject: \_\_\_\_\_

List any certificates earned or in progress, and/or any additional training programs not included above.

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Do you have any other experience, training, qualifications, or skills that you feel make you especially suited for work at Rayotek  Yes  No

If so, please explain:

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Do you speak, write or understand any foreign language?  Yes  No

If yes, which language(s)

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## Previous Employment

List your current or most recent employment first. Include work related internships, military and volunteer work.

**Current Employer:** \_\_\_\_\_ City and State: \_\_\_\_\_  
Phone: \_\_\_\_\_ Supervisor's Name and Title: \_\_\_\_\_  
Position Title and Responsibilities: \_\_\_\_\_

Reason for Leaving \_\_\_\_\_  
Salary Per Year: \$ \_\_\_\_\_ or Pay per Hour:\$ \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
May We Contact Your Employer:  Yes  No

**Previous Employer:** \_\_\_\_\_ City and State: \_\_\_\_\_  
Phone: \_\_\_\_\_ Supervisor's Name and Title: \_\_\_\_\_  
Position Title and Responsibilities: \_\_\_\_\_

Reason for Leaving \_\_\_\_\_  
Salary Per Year: \$ \_\_\_\_\_ or Pay per Hour:\$ \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
May We Contact Your Employer:  Yes  No

**Previous Employer:** \_\_\_\_\_ City and State: \_\_\_\_\_  
Phone: \_\_\_\_\_ Supervisor's Name and Title: \_\_\_\_\_  
Position Title and Responsibilities: \_\_\_\_\_

Reason for Leaving \_\_\_\_\_  
Salary Per Year: \$ \_\_\_\_\_ or Pay per Hour:\$ \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
May We Contact Your Employer:  Yes  No

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## Professional References

Name	Title	Company	Phone	Professional Relationship
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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**PLEASE READ, INITIAL EACH SECTION AND SIGN BELOW**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize Rayotek to investigate my references, work record, education and other matters related to my suitability for employment. I further authorize the references I have listed to disclose to Rayotek any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Rayotek, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I understand that nothing contained in this application, nothing conveyed during any interview granted and nothing during my employment, if hired, is intended to create an employment contract between me and Rayotek. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Rayotek unless made in writing and signed by me and Rayotek's designated representative.

\_\_\_\_\_ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by Rayotek, I am entitled to copies of any such public records obtained by Rayotek unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked below. Copies will be provided upon my written request.

\_\_\_\_\_ I waive receipt of a copy of any public record described in the paragraph above.

\_\_\_\_\_ I understand that as part of the procedure for my employment application, an investigative consumer report may be made concerning my character, general reputation, and/or personal characteristics whichever may be applicable. This information may include, but is not limited to: verification of education including requests for transcripts, credit reports, motor vehicle driving records and criminal reports. Upon written request, additional disclosure concerning the complete nature and scope of the investigation will be provided. If I am denied a job based either wholly or in part because of information contained in an investigation consumer report, I will be provided the name and address of the reporting agency that supplies the information.

\_\_\_\_\_ I waive receipt of a copy of any public record described in the paragraph above.

\_\_\_\_\_ I acknowledge that Rayotek reserves the right to amend or change policies in its Handbook or any other policies, without prior notice. These policies do not create any promises or contractual obligation between Rayotek and its employees.

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Applicant's Signature

Date