

**Rafferty Fine Grading Inc.**  
An Equal Opportunity Employer  
**APPLICATION FOR EMPLOYMENT**

You must complete all sections of this application and supply only the information requested. You may not refer the reader to another document, such as a resume. Applications must be typed or completed in blue or black ink. Applications that are not completed as directed will be rejected. Applications will be active (considered for available positions) for a period of thirty (30) days.

**PERSONAL INFORMATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Present address: \_\_\_\_\_

How long have you lived at present address? \_\_\_\_\_

Previous address (if less than 7 years at present address): \_\_\_\_\_

How long did you live at this address? \_\_\_\_\_

List additional addresses on the back of this sheet for the past seven (7) years if necessary.

Position desired: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Desired rate of pay: \_\_\_\_\_ Are you interested in full-time \_\_\_\_\_ or part-time \_\_\_\_\_?

How were you referred to us? \_\_\_\_\_ Newspaper Ad \_\_\_\_\_ Walk In \_\_\_\_\_ Agency  
\_\_\_\_\_ School \_\_\_\_\_ Employee \_\_\_\_\_ Other

Name of referral source: \_\_\_\_\_

Have you applied here before?  Yes  No If yes, when \_\_\_\_\_?

Have you ever been employed here before?  Yes  No

Are you eighteen (18) years or older?  Yes  No

Are you legally authorized to work in the United States?  Yes  No (Note: If hired, you will be required to submit proof of legal right to work in the U.S.)

Will you now or in the future require sponsorship for employment visa status? (e.g. H-1B visa status)  
 Yes  No

Are you employed now?  Yes  No May we contact your current employer?  Yes  No

Are you on layoff and subject to recall?  Yes  No

On what date are you available to begin work? \_\_\_\_\_

Can you travel if the job requires it?  Yes  No

Are you willing and able to travel within a \_\_\_\_\_ mile radius of your home?  Yes  No

**EDUCATIONAL EXPERIENCE**

Name & Location Of School	Number of Years Attended <sup>1</sup>	Did you Graduate?
High School: _____ _____	_____	Yes
		No
College: _____ _____	_____	Yes
		No
Trade or Business School: _____ _____	_____	Yes
		No
Special Skills or Training: _____ _____		
List equipment you are able to operate: _____ _____		

Were you in the Armed Forces?       Yes       No

    If yes, what Branch? \_\_\_\_\_

    Dates of duty? \_\_\_\_\_

    Rank at separation? \_\_\_\_\_

    Briefly describe your duties:

\_\_\_\_\_

\_\_\_\_\_

Note: Rafferty Fine Grading does not discriminate on the basis of National Guard or Reserve Unit Duty obligations.

**WORK EXPERIENCE**

LIST BELOW YOUR LAST FOUR EMPLOYERS, STARTING WITH THE MOST RECENT

1. Employer Name: \_\_\_\_\_ May we contact?  Yes  No

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

Job title \_\_\_\_\_ Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Full-time - Part-time

Name of supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Duties \_\_\_\_\_

\_\_\_\_\_

<sup>1</sup> State and federal laws prohibit discrimination on the basis of age.

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2. Employer Name: \_\_\_\_\_ May we contact? \_\_\_Yes \_\_\_No  
Address \_\_\_\_\_  
Telephone number \_\_\_\_\_  
Job title \_\_\_\_\_ Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Full-time - Part-time  
Name of supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Duties \_\_\_\_\_

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3. Employer Name: \_\_\_\_\_ May we contact? \_\_\_Yes \_\_\_No  
Address \_\_\_\_\_  
Telephone number \_\_\_\_\_  
Job title \_\_\_\_\_ Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Full-time - Part-time  
Name of supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Duties \_\_\_\_\_

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4. Employer Name: \_\_\_\_\_ May we contact? \_\_\_Yes \_\_\_No  
Address \_\_\_\_\_  
Telephone number \_\_\_\_\_  
Job title \_\_\_\_\_ Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Full-time - Part-time  
Name of supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Duties \_\_\_\_\_

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Which of those jobs did you like best? \_\_\_\_\_

What did you like most about the job? \_\_\_\_\_

Except for vacations and holidays, how many work days were you absent from work during the past year?

\_\_\_\_\_ 0 - 5 days; \_\_\_\_\_ 5 -10 days; \_\_\_\_\_ 10 - 15 days; \_\_\_\_\_ 15 - 20 days; \_\_\_\_\_ 21 + days.

**REFERENCES**

Provide information for three (3) persons unrelated to you who are familiar with your work record and/or abilities and who have known you for more than one year.

Name	Telephone Number	Years Acquainted
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have a valid driver's license?  Yes  No Type of driver's license? \_\_\_\_\_

Do you understand the requirements of the position for which you have applied?  Yes  No

To the best of your knowledge, can you perform the requirements of the job with or without reasonable accommodation?  Yes  No

**CRIMINAL HISTORY**

Important: Please be advised, under Connecticut law, you are not required to disclose below the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Connecticut General Statutes, Sections 46b-146, 54-76o or 54-142a, specifically, records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolloed, a criminal charge for which the person has been found not guilty, or a conviction for which the person received an absolute pardon.

Any person whose criminal records have been erased pursuant to Connecticut General Statutes Sections 46b-146, 54-760, or 54-142a shall be deemed to have never been arrested within the meaning of the General Statutes with respect to the proceedings so erased and may so swear under oath.

Have you been convicted of a misdemeanor during the past seven years?  Yes  No

Have you been convicted of a felony within the last seven years?  Yes  No

If your answer to either of the above questions is "yes", please explain below or on the back of the page.

**A conviction will not necessarily disqualify you for the job for which you have applied.**

**AGREEMENT**

***Please read the following statements carefully.***

I certify that all information on this application and any other material provided by me is true and complete. I agree that falsified information, misrepresentation or omissions on this application, or any accompanying resume or other materials, will disqualify me from consideration for employment and will be considered justification for dismissal whenever discovered.

Unless otherwise noted, I authorize Rafferty Fine Grading Inc. or its agent to investigate and/or verify all information in this application, including contacting all persons, schools, current employer, (if applicable), previous employers and other individuals or entities named herein (and those named on accompanying resume, if any). I hereby authorize my former employers and other third parties named on this application to release information pertaining to my work record, habits and performances. In doing so, I hereby release them and Rafferty Fine Grading Inc. and its agents from all liability which may flow from the release of such information.

I understand that nothing in this employment application, in Rafferty Fine Grading Inc.'s statements or personnel guidelines, or in my communications with any Rafferty Fine Grading Inc. official is intended to create an employment contract between Rafferty Fine Grading Inc. and me. I also understand that Rafferty Fine Grading Inc. has the right to modify its policies without giving me any notice of the change(s). No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon Rafferty Fine Grading Inc. unless it is made in writing and signed by the President or Vice President of Rafferty Fine Grading Inc..

**I understand that, subject to applicable law, if I am hired, my employment will be on an at-will basis, for no definite term. As such, I understand that I will enjoy the right to terminate my employment at any time, and that Rafferty Fine Grading Inc. will similarly enjoy the right to terminate my employment, at any time, with or without cause.** This status can only be modified by a written document setting forth such modification, signed by both me and the President or Vice President of Rafferty Fine Grading Inc.. I further acknowledge that I am expected to abide by all Rafferty Fine Grading Inc.'s rules, regulations, and policies, written and unwritten, but that such rules, regulations and policies do not create a contract between me and Rafferty Fine Grading Inc. or otherwise restrict the right of either party to terminate the employment relationship.

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

**RAFFERTY FINE GRADING INC.  
POST-OFFER PHYSICAL & URINE DRUG SCREEN AUTHORIZATION**

I understand that if I am a qualified candidate for a job opening and receive a conditional offer of employment, I will be required to undergo a post-offer physical and urine drug screen as a condition of employment. I understand that I may not begin work for Rafferty Fine Grading Inc. until I have been declared medically able to perform the job<sup>2</sup> and my drug screen is negative.

I understand that the results of the physical and drug screen will be reviewed by the Medical Review Officer for the Company who will then release the results to authorized company management. The results will be maintained in the strictest of confidence and will not be released to a third party without my written authorization.

The signing of this form is my permission to undergo a physical examination and for Rafferty Fine Grading Inc. or its agent to take samples of my urine and perform a drug screening on such samples. Further, I give my consent for the release of the test results to authorized company management for appropriate review.

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

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

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<sup>2</sup> Individuals with disabilities are considered medically able to perform the job if they are able to perform the essential functions of the position with or without reasonable accommodation.

***VOLUNTARY EQUAL OPPORTUNITY SURVEY***

Rafferty Fine Grading Inc. is a government contractor subject to the rules and regulations of Executive Order 11246, 38 USC 2012 of the Vietnam Era Veterans Readjustment Act of 1974 and Section 503 of the Rehabilitation Act of 1973, as amended.

Executive Order 11246 requires the Company to assure and promote equal opportunity for all persons without regard to race, color, religion, sex, age or national origin. The United States government requires the Company to collect data on race, sex, and ethnic classification for the purposes of determining the impact of our employment procedures.

38 USC 2012 of the Vietnam Era Veterans Readjustment Act of 1974 requires that we take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era.

Section 503 of the Rehabilitation Act of 1973, as amended, requires government contractors to take affirmative action to employ and advance in employment qualified disabled individuals.

Solely to help us comply with government record keeping, reporting and other legal requirements, please complete this Voluntary Equal Opportunity Survey. Your response is voluntary and your cooperation is appreciated. This data is for periodic government reporting and will be kept in a CONFIDENTIAL FILE separate from the employment application. Failure to provide this information will not jeopardize or adversely affect any consideration you may receive for employment.

**PLEASE PRINT NEATLY**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Referral Source:    \_\_\_Advertisement \_\_\_Friend \_\_\_Relative \_\_\_Agency \_\_\_Walk-in  
                          \_\_\_Other

Gender: \_\_\_Male or \_\_\_Female

Race/Ethnic Group: \_\_\_White    \_\_\_African American    \_\_\_Hispanic  
                          \_\_\_American Indian/Alaskan Native    \_\_\_Pacific Islander/Asian

If you are a veteran, please check the appropriate selection:

\_\_\_ Veteran           \_\_\_ Vietnam Era Veteran    \_\_\_ Disabled Veteran

If you are disabled and would like to self-identify as such, please check here \_\_\_\_\_.

**INQUIRY TO FORMER EMPLOYERS**

1. Did the applicant accurately set forth his/her position title(s) and the dates of employment during his/her employment at your company? Yes\_\_\_\_ No \_\_\_\_.

Comments:

2. Did the applicant accurately set forth the reason for leaving your employ? Yes\_\_\_\_ No \_\_\_\_.

Comments:

3. How was the applicant’s overall job performance rated?

Excellent \_\_\_\_\_ Competent \_\_\_\_\_ Above Average \_\_\_\_\_ Average \_\_\_\_\_  
Marginal \_\_\_\_\_ Unsatisfactory \_\_\_\_\_ Not Rated \_\_\_\_\_

Comments:

4. Any additional comments with regard to questions 1-4?

For: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name of Company)

By: \_\_\_\_\_  
Person Supplying Information Position/Title

**WRITTEN AUTHORIZATION OF APPLICANT**

I have read the above “Inquiry to Former Employers:” I hereby authorize my former employers to release the requested information and comment on my work record; and I agree to hold my former employers, their agents and employees harmless concerning any liability with respect to any information that may be provided in response to these inquiries.

My former employers may release information and comment on my work record, concerning the following:

Yes No Initials  
\_\_\_\_ \_\_\_\_ \_\_\_\_ 1) Position(s) held and dates of employment;  
\_\_\_\_ \_\_\_\_ \_\_\_\_ 2) Reason for leaving employment;  
\_\_\_\_ \_\_\_\_ \_\_\_\_ 3) Overall job performance.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_



**CONSUMER REPORT DISCLOSURE STATEMENT**

By this document, Rafferty Fine Grading Inc. discloses to you that a consumer report, including an investigative consumer report containing information as to your character, general reputation, personal characteristics, and mode of living, may be obtained for employment purposes as part of the pre-employment background investigation and at any time during your employment. Should an investigative consumer report be requested, you will have the right to demand a complete and accurate disclosure of the nature and scope of the investigation requested and a written summary of your rights under the Fair Credit Reporting Act.

Please sign below to signify receipt of the foregoing disclosure and to authorize the procurement of a consumer report, including an investigative consumer report, by the Company as part of the pre-employment background investigation. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for the Company to procure consumer reports at any time during your employment.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Witnessed:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title