



RIVERSIDE PLASTICS, INC.

900 WASHINGTON STREET • BONAPARTE, IA 52620-0220 • (319) 592-3166 • FAX# (319) 592-3117

Dear Applicant:

Please read the following BEFORE you complete the application form:

The application form must be completely filled out and signed. Do not leave questions unanswered. (Resumes are not usually useful unless they provide information not required on the application form.)

We must have complete names and addresses of your work references. On the "Request for Information" form sign and date the top of the form only and return the form with your completed application.

Applicants are not encouraged to call to check on their applications. If any information changes, please stop by the office to update your application.

*We receive many more applications than we have job openings. We do, however, accept applications on an on-going basis. You will need to **complete a new application** when your application is **12 months old**, if your interest in employment continues.*

Thank you for your interest in employment with Riverside Plastics, Inc. Good luck with your job search.

Riverside Plastics, Inc.

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

Date: _____

Smoke Free Work Environment, pursuant to 2008 Iowa's Smokefree Air Act, www.IowaSmokefreeAir.gov

DIRECTIONS: Please complete every section of this application, read the Applicant Statement on the last page, and sign in the space provided. You may attach your resume, but **DO NOT** write "See Attached Resume" in any section. Applications with missing information may be rejected. Information you provide will not be used for purposes prohibited by law. Thank you.

NAME _____ **SOCIAL SECURITY NUMBER** _____
last first middle initial

ADDRESS _____
street town state zip code

Are you 18 years or older? _____ Are you legally able to work in the U.S.? _____ **PHONE NUMBER:** () _____

TYPE OF WORK DESIRED: _____ **SHIFT—indicate "1"= your 1st preference:** 11 p.m.-7 a.m.
"2"=your 2nd preference: 3 p.m.-11p.m.
Other: _____

Have you ever interviewed with our Company? _____ When? _____ What position? _____

Have you ever **WORKED** for Riverside Plastics? _____ From When: _____ To When: _____ Supervisor: _____

Have you ever been convicted of a felony or misdemeanor within the past seven years? _____ Describe _____
(A conviction will not necessarily prevent employment.)

EDUCATION: Circle the highest grade completed: 6 7 8 9 10 11 12 GED	Name and location of HIGH SCHOOL:	List Subjects Studied and Degrees Received (Majors/Minors):
	Name and location of COLLEGES:	
COLLEGE: 1 2 3 4 5 6		

OTHER TRAINING/SPECIAL SKILLS: _____

CIVIL ACTIVITIES, OFFICE HELD, ETC.: _____

WORK HISTORY: List PRESENT or MOST RECENT employer first. Also include volunteer work and active military service. (Ask for an additional form if more room is necessary.) You may attach your resume, but **DO NOT** write "See Attached Resume" in any section. As with the rest of this application, fill all blanks with the best and most accurate information possible.

EMPLOYER _____ **COMPLETE ADDRESS** _____

TELEPHONE () _____

JOB TITLE _____ **SUPERVISOR'S NAME** _____

DATES EMPLOYED (mo/day/yr) from: _____ to: _____ **LAST HOURLY PAY RATE:\$** _____ **AVG # HOURS WORKED PER WEEK:** _____

DESCRIPTION OF WORK _____

REASON(S) FOR LEAVING _____

EMPLOYER _____ **COMPLETE ADDRESS** _____

TELEPHONE () _____

JOB TITLE _____ **SUPERVISOR'S NAME** _____

DATES EMPLOYED (mo/day/yr) from: _____ to: _____ **LAST HOURLY PAY RATE:\$** _____ **AVG # HOURS WORKED PER WEEK:** _____

DESCRIPTION OF WORK _____

REASON(S) FOR LEAVING _____

EMPLOYER _____ COMPLETE ADDRESS _____
 TELEPHONE () _____
 JOB TITLE _____ SUPERVISOR'S NAME _____
 DATES EMPLOYED (mo/day/yr) from: _____ to: _____ LAST HOURLY PAY RATE:\$ _____ AVG # HOURS WORKED PER WEEK: _____
 DESCRIPTION OF WORK _____
 REASON(S) FOR LEAVING _____

EMPLOYER _____ COMPLETE ADDRESS _____
 TELEPHONE () _____
 JOB TITLE _____ SUPERVISOR'S NAME _____
 DATES EMPLOYED (mo/day/yr) from: _____ to: _____ LAST HOURLY PAY RATE:\$ _____ AVG # HOURS WORKED PER WEEK: _____
 DESCRIPTION OF WORK _____
 REASON(S) FOR LEAVING _____

May we contact your present employer? yes no May we contact former employers? yes no

In case of emergency, notify (name, address, phone, and relationship to you): _____

OTHER REFERENCES (2): *Do not include relatives or the supervisors you listed in the above Work History section.*

NAME _____ TELEPHONE () _____
 ADDRESS _____
 PRESENT OCCUPATION _____ # OF YEARS KNOWN _____ IN WHAT CAPACITY? _____

NAME _____ TELEPHONE () _____
 ADDRESS _____
 PRESENT OCCUPATION _____ # OF YEARS KNOWN _____ IN WHAT CAPACITY? _____

APPLICANT STATEMENT: (Carefully read the following. If you have any questions, ask for clarification.)

To the best of my knowledge the information contained on this application is true. I have carefully reviewed its contents and I realize that misrepresentation or omission of facts is a cause for dismissal. I understand that nothing on this form or in any interview granted is intended to create a contract between me and Riverside Plastics, Inc. If any offer of employment is extended it is conditional on receiving proper documentation for employment eligibility. I further understand that if I am later employed I will have the right to end my employment at any time and the Company will have a similar right. I understand that the terms and conditions of my employment may be changed by the Company. I authorize investigation of all statements contained on this application and/or given during the employment process.

 (applicant's signature) (date)

REQUEST FOR INFORMATION
From Previous Employer

"I request and authorize you to furnish information concerning my employment. This information may be from records or from individuals knowledgeable about my work experience and demonstrated work ethic. Thank you."

(applicant's signature)

(date)

TO:

Applicant: _____ SS#: _____

The above has submitted an application for employment with our company. The information that you supply will help us to give this individual full consideration. Your answers will be held in strict confidence. Please use the enclosed stamped envelope for your return.

Thank you.

L. Thornburg
Riverside Plastics, Inc.

1. When was the applicant employed by you? From _____ To _____

Position(s): _____ Last hourly rate: _____

2. Was the applicant careful and conscientious? _____
3. Quality of work output? _____
4. Quantity of work output? _____
5. Did applicant need to be supervised to stay busy? _____
6. Does the applicant cooperate and work well with others? _____
7. Did he/she carefully and thoroughly follow directions? _____
8. Did the applicant respond well to correction/criticism? _____
9. Was he/she willing and able to learn new tasks? _____
10. How was his/her attendance? _____
11. Reason for leaving your employ: _____

12. Would you rehire this person if you had the chance? _____
 Why? _____

13. Do you know of anything that might prevent the applicant's making a worthy employee? _____ If so, please state. (We would appreciate any additional remarks you would like to make.) _____

_____ (your signature/title) _____ (date)

Please fold with our address showing in the window of the envelope:

RIVERSIDE PLASTICS, INC.
ATTN: Personnel
900 Washington Street
Bonaparte, Iowa 52620

*****fold here*****