



An Equal Opportunity/Affirmative Action Employer – Minority/
Female/ Disability/ Veteran

Mailing Address:
Human Resources Shared Services
4050 Ferdon Boulevard
Crestview, FL 32536
Email: ATREmployment@rtt-jv.com
Tel: (850) 398-5451
Fax: (850) 634-4487
www.atr-rtt-jv.com

EMPLOYMENT APPLICATION

PLEASE PRINT OR TYPE

Position Applied for and Position Number

Desired Salary

NOTE: All sections of the Application **MUST BE** thoroughly completed. Use additional paper if necessary. Please attach a current copy of your resume to the Application.

RT&T makes the Application process simple and accessible to disabled individuals. We will provide reasonable accommodations for applicants who need assistance. If you need assistance completing an Application, please contact Anthony Cameron in the Human Resources Department at the above telephone number.

PERSONAL AND CONTACT INFORMATION

Last Name	First Name	Middle Name
Street Address		Apt. #
City	State	Zip Code
Personal E-Mail Address: _____	Cell Phone: _____	
		<i>Including Area Code</i>
Home Phone: _____	Business Phone: _____	
	<i>Including Area Code</i>	<i>Including Area Code</i>

Last Name

First Name

Middle Name

EMPLOYMENT INFORMATION

Have you ever worked for or applied for employment with RT&T before? Yes No

If Yes, please give the month, year & location: _____

Do you have relatives employed by RT&T? Yes No

If Yes, list names, locations, and relationship: _____

Can you, with or without accommodation, perform the essential functions of the position for which you are applying?

Yes No

Have you ever been released from a position (does not include layoff or military service) or asked to resign by any previous employer? Yes No

If Yes, please explain and identify employer: _____

Have you received a written warning, been officially reprimanded, suspended, or disciplined for violating a security rule or company policy? *If Yes, please explain* _____

For some jobs, proof of U.S. Citizenship may be required. Can you show proof of U.S. Citizenship? Yes No

If hired can you furnish proof that you are eligible to work in the U.S.? Yes No

If No, please explain _____

(If unsure of the documents needed to prove eligibility to work in the U.S., we will be happy to explain the legal requirements.)

Have you ever held a security clearance? Yes No

If Yes, state level and granting agency _____

Is your Clearance still Active? Yes No

Would you be able to obtain and maintain a security clearance? Yes No

If No, please explain _____

Have you ever been debarred, proposed for debarment, excluded, suspended or disqualified from participation in any procurement or other program involving payment or reimbursement sponsored, conducted or funded by the Federal Government or a State or local government? Yes No

Hours Desired: Full-time Part-time Date Available: _____ Desired Salary: _____

Referral Source: Advertisement Friend Relative Employment Agency Other InDyne website

Last Name First Name Middle Name

EMPLOYMENT HISTORY (Please use additional paper if necessary)

Present or Last Employer Employed From _____ / _____ To _____ / _____
Mo. Yr. Mo. Yr.

Address _____
Street City State Zip

May we contact this employer for Reference? Yes No Telephone: _____

Name and title of immediate supervisor: _____ Your Position: _____

Briefly describe your duties: _____

Reason(s) for leaving: _____

Next Previous Employer Employed From _____ / _____ To _____ / _____
Mo. Yr. Mo. Yr.

Address _____
Street City State Zip

May we contact this employer for Reference? Yes No Telephone: _____

Name and title of immediate supervisor: _____ Your Position: _____

Briefly describe your duties: _____

Reason(s) for leaving: _____

Next Previous Employer Employed From _____ / _____ To _____ / _____
Mo. Yr. Mo. Yr.

Address _____
Street City State Zip

May we contact this employer for Reference? Yes No Telephone: _____

Name and title of immediate supervisor: _____ Your Position: _____

Briefly describe your duties: _____

Reason(s) for leaving: _____

MILITARY SERVICE

Have you ever served in the U.S. Armed Forces? Yes No *If Yes:* _____
Branch Discharge Rank & Date

Do you have any experience from your military service that would be relevant to the job(s) for which you are applying?

If Yes, please describe: _____

Last Name

First Name

Middle Name

EDUCATION HISTORY (List all education including high school, trade school, and college(s) starting with most recent). If interviewed, can you provide copies of your transcripts or certifications? Yes No

<i>Name & Location of School</i>	<i>Major/ Degree/Certification</i>	<i>GPA</i>

SKILLS AND ACCOMPLISHMENTS

List any relevant extracurricular activities, scholarships, volunteer organizations, or special skills and equipment with which you are proficient. _____

CERTIFICATIONS AND MEMBERSHIPS

List any relevant technical and/or professional certifications obtained or memberships held. _____

REFERENCES

List three individuals (not relatives) who have known you for at least five years, have had continuous contact with you, to include social contact and can attest to your character, ability, and experience.

<i>Name</i>	<i>Telephone Number and/or email</i>	<i>Position</i>	<i>Years Known</i>

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand and agree that:

- 1) It is the policy of RT&T to provide equal opportunity in employment. Applicants are considered for all positions, and employees are treated during their employment without regard to their race, color, religion, sex, national origin, age, marital status, sexual orientation, military or veteran status, genetic information, any covered disability, or any other local, state, or federally protected category.
- 2) RT&T is an "at will" employer which means that employment is for no fixed period of time and may be terminated by me or RT&T at any time, with or without cause, and with or without advance notice.
- 3) Offers of employment are contingent upon verification of past employment, education, references, and your ability to verify your eligibility for employment in the United States.
- 4) I hereby authorize RT&T to request from each of my employers and other persons listed as references on this application my full employment records.
- 5) I understand that any false or misleading information given in this Employment Application or during interview(s) may be reason for rejection of this application, job offer, or considered grounds for dismissal.
- 6) I understand that I am required to abide by all rules and regulations of the Company.
- 7) It is the policy of RT&T to maintain a drug-free workplace. Depending upon work location of prospective employment, offers of employment may be contingent upon satisfactory results of a drug screening test. Applicants who are subject to a drug screening test will be required to sign a Consent Form authorizing the Company to have its designated clinic, hospital or laboratory perform the drug screening test. Applicants who refuse to sign the Consent Form or whose test results are positive for illegal drug use will not be considered for employment.
- 8) Depending upon work location and/or position, you may be subject to a background investigation or required to obtain a security clearance. Offers of employment and continued employment are contingent upon successful completion of the background investigation or your ability to obtain and maintain a security clearance.
- 9) It is RT&T's policy to provide reasonable accommodations to qualified individuals with a disability as long as that accommodation does not pose an undue hardship. A person's need for a reasonable accommodation will not affect his or her eligibility for or continuation of employment.
- 10) RT&T participates in E-Verify, a program sponsored by the federal government, to verify the work authorization of all new employees. Under the E-Verify program, RT&T will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), the information from each new employee's Form I-9 to confirm work authorization. If the government cannot confirm that a new employee is authorized to work, RT&T is required to provide the employee with written instructions and an opportunity to contact the SSA and/or DHS before taking adverse action against the employee, including termination of employment. RT&T may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9. To determine whether Form I-9 documentation is valid, RT&T uses E-Verify's photo screening tool to match the photo appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' photograph. Any employee who believes that RT&T has violated its responsibilities under the E-Verify program may contact the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515).

Signature _____

Date _____