

OFFICE

SHOP



Highland
RIDGE RV

APPLICATION FOR EMPLOYMENT

Highland Ridge, Inc. is an equal opportunity employer. Applicants are considered for employment without regard to race, color, national origin, religion, sex, age, disability (unless the disability makes one unable to perform the essential functions of the position for which he or she is applying with or without a reasonable accommodation) or any other basis prohibited by law. If you are offered employment with Highland Ridge, Inc., you will be required by federal law to furnish documents verifying your identity and showing that you are currently authorized to work in the United States.

Part I: General Information

Date: _____

Full Name: _____
(Last) (First) (MI)

Address: _____

City: _____ State: _____ Zip: _____ Phone: () _____

E-mail Address: _____

Position(s) Applying For: _____

Expected Compensation: _____

Are you available to work: Full Time Part Time Temporary

Will you work overtime if requested? Yes No

On what date would you be available for work? _____

Are you on lay-off and subject to recall? Yes No

Have you filed an application at Highland Ridge before? Yes No If "Yes," give date: _____

Have you been employed at Highland Ridge before? Yes No If "Yes," please give reason for leaving: _____

Are you currently authorized to be employed in the United States? Yes No

Would you, now or at any time in the future, need our sponsorship in qualifying for and maintaining employment authorization? Yes No

Are you 18 years of age or older? Yes No If "No," what is your age? _____

Have you been convicted of a felony or misdemeanor other than minor traffic violations? (Conviction will not automatically disqualify applicant from employment. You do not have to reveal convictions that have been erased or sealed.) Yes No
If "Yes," please explain: _____

Can you understand written and spoken English well enough to receive and follow directions? (Answering "No" will not automatically disqualify applicant for employment.) Yes No

Part II: Specific Skills and Experience

Please check all that apply in the checklist below.

OPERATING SYSTEMS

McIntosh

Windows

Other (Please specify) _____

SOFTWARE APPLICATIONS

Microsoft Outlook Other (Please specify) _____

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Microsoft Access

Please Continue to Next Page...

Part III: Employment Record

List your prior employment experience starting with your present or most recent job. You may include job-related military service assignments and volunteer activities that reflect on your qualifications for employment. **If additional space is required, please continue on a separate sheet of paper.**

1. Employment Dates - From: _____ To: _____
Most Recent Employer: _____
Address: _____
City: _____ State: _____ Zip: _____ Phone: (_____)
Job Title: _____
Immediate Supervisor: _____ Salary/Hourly Rate: _____
Job Duties: _____
Reason for Leaving: _____

2. Employment Dates - From: _____ To: _____
Employer: _____
Address: _____
City: _____ State: _____ Zip: _____ Phone: (_____)
Job Title: _____
Immediate Supervisor: _____ Salary/Hourly Rate: _____
Job Duties: _____
Reason for Leaving: _____

3. Employment Dates - From: _____ To: _____
Employer: _____
Address: _____
City: _____ State: _____ Zip: _____ Phone: (_____)
Job Title: _____
Immediate Supervisor: _____ Salary/Hourly Rate: _____
Job Duties: _____
Reason for Leaving: _____

May we contact the employers listed above? Yes No

If "No," please list those you do NOT wish us to contact and reason why.

Please state any additional information you feel would be helpful in considering your application.

Part IV: Referral

If you are being referred by a current employee, please list their name.

Referred By: _____

Part V: Personal References — OFFICE APPLICANTS ONLY

Please list the name, address and telephone number of three references who are not related to you and are not previous employers.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: (____) _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: (____) _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: (____) _____

Part VI: Education

Type of School	Name of School	Years Completed	Graduate?	Course Pursued/ Degrees Granted
Elementary	Name City/State			
Middle School	Name City/State		<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School	Name City/State		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College or University	Name City/State		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business or Technical School	Name City/State		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Correspondence or Other School	Name City/State		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Do you possess any professional licenses or certificates? Yes No

Please list job-related professional, trade, business, civic or volunteer activities and offices held. You may exclude those that indicate race, color, national origin, religion, sex, age or disability.)

Please summarize any special job-related skills and qualifications acquired from employment or other experience.

Please Continue to Next Page...

Part VII: Experience — SHOP APPLICANTS ONLY

Please indicate the number of years you are experienced in all that apply in the checklist below.

MILL - SAWS	YEARS	PLUMBING	YEARS	TRIM/DOORS	YEARS	FINAL FINISH	YEARS	WELDER (Certified)	YEARS
Radial		Copper Gas Lines		Molding		Interior		Steel <input type="checkbox"/> Yes <input type="checkbox"/> No	
Vertical		ABS Fixtures		Trim		Exterior		Aluminum <input type="checkbox"/> Yes <input type="checkbox"/> No	
Band		Quickler		Door		Systems Check		Mig <input type="checkbox"/> Yes <input type="checkbox"/> No	
Chop		FLOORS	YEARS	Assembly		Rework		Tig <input type="checkbox"/> Yes <input type="checkbox"/> No	
Table		Chassis		Door Hanging		Paint		Arc <input type="checkbox"/> Yes <input type="checkbox"/> No	
LAMINATION	YEARS	Frames		AUTO	YEARS	Tape		SHIPPING/RECEIVING	YEARS
Gluing		Assembly		Mechanic		Detailer		Tractor	
Framing		Heating		Body Repair		OTHER:	YEARS	Forklift Licensed <input type="checkbox"/> Yes <input type="checkbox"/> No	
Routing		Ducting		Electrical		Appliance Setting		Chassis	
Pre-Fab		METAL	YEARS	SEWING	YEARS	Cabinet Setting			
ELECTRICAL	YEARS	Roots		Industrial Sewing		Cabinet Builder			
Wire Harness		Door/Windows		Fabric Cutter		Sidewalls			
Rough Wire		Hanger		Gerber Cutter		Shelling			
Hook Ups		Insulator		Tents		Fiberglass Repair			
Dash		Molding				Furniture			
						Upholstery			

Please mark the appropriate box if you have experience in any of the following. Mark all that apply.

- Millroom
 Sewing/Furniture
 Lamination
 Metal Fabrication
 RV Assembly
 Cabinet Shop
 Electrical/Plumbing (Includes Wire Harness)

TOOLS

- Router - Pin
 Router - Hand
 Torque Wrench
 Staple Gun
 Screw Gun
 CNC Router
 CNC Panel Saw
 Tape Measure
 Cut Sheets
 Blue Print Reading

Part VIII: Applicant's Statement

- I certify that answers given in this application are TRUE and COMPLETE. I understand that false, misleading or omitted information in my application may result in rejection of my application, or, in the event of employment, in discharge.
- I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, and I agree to submit to medical examinations, including drug and alcohol testing, as permitted by law.
- I understand that I must be able with or without reasonable accommodation to perform all of the essential functions of any job or position to which I may be assigned by the Company and that my placement upon a particular job assignment may be conditioned upon an examination or test related to my performance of the essential functions of that job.
- In making this application for employment, I understand that an investigation may be made and information may be obtained through interviews with the personal references and past employers authorized. This inquiry may include information as to my character, general reputation and personal characteristics, and I consent to the conduct of this inquiry and the consideration of any statements of references or former employers that are given in response to the inquiry.
- I understand that Highland Ridge, Inc., in its sole discretion, may seek to secure limited criminal history information on job applicants pursuant to applicable law.
- I hereby release all parties, including but not limited to Highland Ridge, Inc., personal references and previous employers, from any and all liability for any injury or damage that may result from their furnishing information to Highland Ridge, Inc. concerning me or any action Highland Ridge, Inc. takes on the basis of such information.
- I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and whether they are currently authorized to be employed in the United States.
- I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment relationship is for no fixed period of time and is terminable at any time and for any reason by me or by Highland Ridge, Inc. My employment at Highland Ridge, Inc. is "at will." I further understand that statements which may be contained in policies, practices, handbooks or other Highland Ridge, Inc. material do not create any guarantee of employment and that Highland Ridge, Inc. has the right to modify, amend, or terminate policies, practices, benefit plans, or other Highland Ridge, Inc. programs within the limits prescribed by law.
- I understand that Highland Ridge, Inc. employees are paid by direct deposit and agree that if I am hired I will designate and maintain an account for the direct deposit of my payroll check.

I have read, understand and agree to statements 1-9 above.

Signature of Applicant: _____ Date: _____