



**Rifenburg Companies**  
**APPLICATION FOR EMPLOYMENT**

159 Brick Church Rd.  
 Troy, NY 12180  
 518-279-3265

303 Hwy 70 Bypass  
 Durham, NC 27703  
 919-598-6921

2256 Broad Street  
 Frankfort, NY 13340  
 315-724-4062

1175 Hoosick Rd.  
 Troy, NY 12180  
 518-279-3967(RCC)  
 518-279-0715(PES)

**FEDERAL AND STATE LAW REQUIRES THAT ALL APPLICATIONS BE CONSIDERED REGARDLESS OF RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, HANDICAP, VETERAN STATUS OR SEXUAL ORIENTATION. WE BELIEVE IN AND FULLY SUPPORT THE PRINCIPLE OF EQUAL EMPLOYMENT OPPORTUNITY AND WILL FULFILL OUR OBLIGATION TO THE FULLEST.**

**PLEASE PRINT ALL INFORMATION**

DATE OF APPLICATION: \_\_\_\_\_

**PERSONAL DATA:**

NAME \_\_\_\_\_ S.S. NO. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Last First Middle

PRESENT ADDRESS \_\_\_\_\_  
Street Name and Number, PO Box City State Zip

TEL. NO. ( ) \_\_\_\_\_ OTHER CONTACT NO. ( ) \_\_\_\_\_

ARE YOU 18 YEARS OR OLDER? ( ) YES ( ) NO

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? ( ) YES ( ) NO

HAVE YOU WORKED WITH US BEFORE? ( ) YES ( ) NO WHEN/HOW LONG? \_\_\_\_\_

REASON FOR LEAVING? \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

LIST ANY SPECIAL SKILLS OR PREVIOUS EXPERIENCE YOU HAVE FOR POSITIONS APPLIED FOR \_\_\_\_\_

PREVIOUS TRAINING: \_\_\_\_\_

COULD YOU WORK OVERTIME? ( ) YES ( ) NO

CAN YOU TRAVEL IF A JOB REQUIRES IT? ( ) YES ( ) NO

HAVE YOU EVER BEEN CONVICTED OF A CRIME IN THE PAST 10 YEARS (EXCLUDING TRAFFIC VIOLATIONS?) ( ) YES ( ) NO IF YES, PLEASE EXPLAIN \_\_\_\_\_

**EMPLOYMENT EXPERIENCE - BEGIN WITH YOUR MOST RECENT EMPLOYER  
10 YEAR WORK HISTORY REQUIRED FOR DRIVERS**

<u>MOST RECENT EMPLOYER</u>	<u>DATES EMPLOYED</u> FROM - TO	<u>WORK PERFORMED</u>
ADDRESS		
TELEPHONE #	RATE/SALARY PER: HR. WK. MO. YR. <i>Circle One</i> STARTING: FINAL:	
JOB TITLE	SUPERVISOR'S NAME	
REASON FOR LEAVING	MAY WE CONTACT YOUR EMPLOYER? YES OR NO	

<u>NEXT RECENT EMPLOYER</u>	<u>DATES EMPLOYED</u> FROM - TO	<u>WORK PERFORMED</u>
ADDRESS		
TELEPHONE #	RATE/SALARY PER: HR. WK. MO. YR. <i>Circle One</i> STARTING: FINAL:	
JOB TITLE	SUPERVISOR'S NAME	
REASON FOR LEAVING	MAY WE CONTACT YOUR EMPLOYER? YES OR NO	

<u>NEXT RECENT EMPLOYER</u>	<u>DATES EMPLOYED</u> FROM - TO	<u>WORK PERFORMED</u>
ADDRESS		
TELEPHONE #	RATE/SALARY PER: HR. WK. MO. YR. <i>Circle One</i> STARTING: FINAL:	
JOB TITLE	SUPERVISOR'S NAME	
REASON FOR LEAVING	MAY WE CONTACT YOUR EMPLOYER? YES OR NO	

<u>NEXT RECENT EMPLOYER</u>	<u>DATES EMPLOYED</u> FROM - TO	<u>WORK PERFORMED</u>
ADDRESS		
TELEPHONE #	RATE/SALARY PER: HR. WK. MO. YR. <i>Circle One</i> STARTING: FINAL:	
JOB TITLE	SUPERVISOR'S NAME	
REASON FOR LEAVING	MAY WE CONTACT YOUR EMPLOYER? YES OR NO	

## EDUCATION

	<i>NAME &amp; ADDRESS OF SCHOOL</i>	<i>COURSE OF STUDY</i>	<i>YEARS COMPLETED</i>	<i>DEGREE</i>
<i>ELEMENTAR Y SCHOOL</i>				
<i>HIGH SCHOOL</i>				
<i>COLLEGE</i>				
<i>OTHER</i>				

## MILITARY

<i>BRANCH</i>	<i>RANK</i>	<i>DUTIES</i>	<i>REASON FOR CHANGE IN RANK</i>

*LIST ANY SPECIAL SCHOOL OR SKILLS ACQUIRED DURING YOUR MILITARY SERVICE.*

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## PROFESSIONAL REFERENCES

<i>NAME</i>	<i>TITLE</i>	<i>COMPANY</i>	<i>ADDRESS</i>	<i>PHONE NUMBER</i>

**RELEASES AND APPLICANT'S**

**SIGNATURE**

*In connection with my application for employment and as a condition of continuing employment, I understand that investigative background inquires may be made on me including previous employers, schools, consumer credit, criminal convictions, motor vehicle, and other professional references. These reports will include information as to my character, work habits, performance, education, compensation, and experience along with reasons for termination of employment from previous employers. Unfair discriminatory practices against applicants or employees previously convicted of one or more criminal offenses are prohibited. Employers cannot deny employment or act adversely in relation to employment regarding such individuals, unless:*

- a.) There is a direct relationship between a criminal offense and the position to be held by the applicant or currently held by the employee; or*
- b.) Granting employment or other employment-related opportunity would involve unreasonable risk to Company property or the safety or well-being of employees or the general public.*

*Furthermore, I understand that the company may be requesting information from various federal, state and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences as well as claims involving me in the files of insurance companies. I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. I hereby consent to obtaining the above information from Rifenburg Companies and/or any of their agents. This authorization and consent shall be valid in original, fax, or copy form.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***All hiring and employment at Rifenburg Companies is at will. I understand this application is not an employment contract, nor can it be used to create one. Employment by Rifenburg Companies has no specific term and may be terminated by the employee or Rifenburg Companies with or without notice. I acknowledge that Rifenburg Companies has not made any promises or representations that differ from those contained in this paragraph.***

*I understand I must provide satisfactory documents to establish my identity and right to work in the United States, if I am offered a position with Rifenburg Companies, and that failure to provide this evidence will result in the termination of my employment.*

*I release and agree to hold harmless any individual, company, business institution or government agency from all liability with regard to furnishing information to Rifenburg Companies. I agree to release and hold harmless Rifenburg Companies from all liability with respect to the receipt of such information.*

*I certify that the information I have furnished on this application form is true and complete. I understand that if any misrepresentation has been made by me verbally or in writing, any offer of employment made to me may be withdrawn or my subsequent employment with Rifenburg Companies may be terminated.*

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

\_\_\_\_\_  
Date

## **EXPERIENCE AND QUALIFICATIONS**

*Please fill out the sections that apply to you*

**APPLICANT NAME:** \_\_\_\_\_

*Last*

*First*

*Middle*

**DRIVER'S LICENSES HELD IN THE PAST 3 YEARS MUST BE SHOWN**

<i>STATE</i>	<i>LICENSE NO.</i>	<i>TYPE</i>	<i>EXP. DATE</i>

- A. HAVE YOU EVER BEEN DENIED A LICENSE, PERMIT OR PRIVILEGE TO OPERATE A MOTOR VEHICLE? YES \_\_\_\_\_ NO \_\_\_\_\_
- B. HAS ANY LICENSE, PERMIT OR PRIVILEGE EVER BEEN SUSPENDED OR REVOKED? YES \_\_\_\_\_ NO \_\_\_\_\_
- C. HAVE YOU EVER BEEN DISQUALIFIED SUBJECT TO SECTION 391.15 OF THE FEDERAL MOTOR CARRIER SAFETY REGULATIONS? YES \_\_\_\_\_ NO \_\_\_\_\_

*\*IF THE ANSWER TO EITHER A, B, OR C IS YES, ATTACH A STATEMENT GIVING DETAILS*

**DRIVING EXPERIENCE**

<b>CLASS OF EQUIPMENT</b>	<b>TYPE OF EQUIPMENT (VAN, TANK, FLAT, ETC.)</b>	<b>DATES</b>		<b>APPROX. NO. OF TOTAL MILES</b>
		<b>TO</b>	<b>FROM</b>	
STRAIGHT TRUCK				
TRACTOR AND SEMI-TRAILER				
TWIN-TRAILERS				
OTHER				

LIST STATES OPERATED IN FOR THE LAST FIVE (5) YEARS \_\_\_\_\_

LIST SPECIAL COURSES OR TRAINING THAT WILL HELP YOU AS A DRIVER \_\_\_\_\_

WHICH SAFE DRIVING AWARDS DO YOU HOLD AND FROM WHOM? \_\_\_\_\_

**ACCIDENT REVIEW FOR PAST 3 YEARS**

*(ATTACH SHEET IF MORE SPACE IS NEEDED)*

<b>DATES</b>	<b>NATURE OF ACCIDENT (HEAD-ON, REAR-END, ETC.)</b>	<b>FATALITIES</b>	<b>INJURIES</b>

**TRAFFIC CONVICTIONS AND FORFEITURES FOR PAST 3 YEARS**

*(OTHER THAN PARKING VIOLATIONS)*

<i>LOCATION</i>	<i>DATE</i>	<i>CHARGE</i>	<i>PENALTY</i>

***AFFIRMATIVE ACTION  
SUPPLEMENTAL QUESTIONNAIRE***

*Rifenburg Contracting is an Equal Opportunity Employer. In accordance with our obligations to comply with Federal Affirmative Action record-keeping requirements it is requested that all applicants provide the company with information to assist in maintaining accurate records. This information is voluntary and will be kept confidential. Refusal to provide it will not subject the applicant to adverse treatment and will be used only in accordance with Affirmative Action requirements.*

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**POSITION APPLIED FOR:** \_\_\_\_\_

**PLEASE CHECK ONE**      \_\_\_ *Male*      \_\_\_ *Female*

**INDICATE THE APPROPRIATE RACE/ETHNIC GROUP:**

- \_\_\_ *White*                                      \_\_\_ *Hispanic or Latino*  
\_\_\_ *Black/African American*              \_\_\_ *Asian*  
\_\_\_ *American Indian or*                      \_\_\_ *Native Hawaiian or other Pacific Islander*  
   *Alaskan Native*

**INDICATE WHETHER YOU ARE ONE OF THE FOLLOWING:**

- \_\_\_ *Veteran*              \_\_\_ *Disabled Veteran*              \_\_\_ *Individual with a disability*

*Disabled veterans and individuals with a disability specify only reasonable accommodations needed:* \_\_\_\_\_

**HOW WERE YOU REFERRED TO THIS JOB:**

- \_\_\_ *Advertisement*                              \_\_\_ *School/College*  
\_\_\_ *Employee Referral*                      \_\_\_ *State Job Service*  
\_\_\_ *Employment Agency*                      \_\_\_ *Temporary Agency*  
\_\_\_ *Government Agency*                      \_\_\_ *Walk In*  
\_\_\_ *Recruiter*                                      \_\_\_ *Other (please specify):* \_\_\_\_\_