



# Application for Employment

Dear Applicant,

Thank you for considering a position with R-V Industries, Inc.

Please fill out the entire application. Providing complete and accurate information on your education, work experience, and skills will help identify whether you are a qualified candidate for the position.

R-V Industries, Inc. is an equal employment opportunity employer. Applicants are considered for positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation (including gender identity), or any other basis prohibited by federal, state, and local laws.

## Instructions

1. Type or print legibly in ink.
2. Include the job title on the application.
3. Answer all questions. If a question is not applicable, enter "N/A". An incomplete application may delay action or disqualify you.
4. All information you provide is subject to verification.
5. Date and sign the application. If not signed, the application will not be complete. (Note: If submitting the application electronically, a typed name will substitute for a written signature.)
6. Send your completed application packet to the address listed. Applications sent to the wrong address may not be processed.
7. Applications and supporting material will not be returned.

***R-V Industries, Inc.***

Human Resources Division

584 Poplar Road, Honey Brook, PA 19344

**Website:** [www.rvii.com](http://www.rvii.com) - **Phone:** 610-273-2457

**Fax:** 610-273-7593 - **Email:** joannel@rvii.com

# Application for Employment

R-V Industries, Inc. is proud to be an Equal Employment Opportunity employer

rev. 1/8/08



## JOB FOR WHICH YOU ARE APPLYING

Job title:

Date: / /

## PERSONAL INFORMATION

Name (Last, First, Middle):

Mailing address:

City:

State:

Zip code:

E-mail address:

Home phone:

Message/alternate phone:

Are you able to work:  Full Time  Part Time  Temporary  First Shift (6:00am- 4:30PM)  
 Second Shift (4:30PM- 3:00AM)  Willing to work any shift

Are you 18 years or older?  Yes  No

If hired, can you show verification of your legal right to work in the United States?  Yes  No

Rate of pay expected. \$  Hourly  Weekly  Yearly

Do you have a valid Drivers License?  Yes  No

Do you have reliable transportation?  Yes  No

Date available for employment. / / If part time please specify:

Have you ever been convicted of a felony or misdemeanor?  Yes  No

If yes, list the date and for what you were convicted:

Note: A conviction will not necessarily bar you from employment and will be considered only if it relates to the job duties.

### Complete the following only if you are seeking a salaried or clerical position.

Foreign Languages:  Read  Speak  Write /  Fair  Good

Computer Skills:  MS Word  MS Excel  MS Outlook  SolidWorks  AutoCad  
 CNC Programming Other Software:

Related Skills:  Bookkeeping  Accounting  Filing  Phone  Management  Supervisor  
Other Skills:

### Complete the following only if you are seeking a manufacturing position.

Do you have any experience with the following equipment:

Tow Motors  Overhead Cranes  Saw  Hydraulic Shear  Hand-Held Grinders  Cutting Torch  
 Hand-Held Plasma Torch  Hydraulic Press  CNC Burner Table  Welders – Mig, Tig, Sub-Arc  
 Horizontal Mill  Vertical Turret Lathe  Lathes  Vertical Machine Center

Can you read a tape measure within:  1/8"  1/16"  1/32"  1/64"  Thousands

Can you read blueprints?  Not at all  Limited experience  Average  Above Average

Are you able to wear a respirator if your job requires it?  Yes  No

Has your attendance ever been a problem with previous employers?  Yes  No

If YES please explain:

## EDUCATION, TRAINING, AND LICENSES

**Note: In Pennsylvania State, it is unlawful to knowingly use a false academic credential or to falsely claim to have a credential issued by an accredited college/institution recognized by the U.S. Department of Education.**

Did you graduate from high school?  Yes  No  GED

Did you graduate from a trade or vocational School?  Yes  No

Degrees  Associate's  Bachelor's  Master's  Ph.D.  JD  Other: \_\_\_\_\_

Higher education or training institute	Location	Major/subject	# of years completed	Degree, diploma, professional certificate, registration, license

## HISTORY WITH R-V INDUSTRIES, INC.

Have you previously worked for R-V Industries or any company acquired by R-V Industries?  Yes  No

If yes, list your job title: \_\_\_\_\_

If yes, did you resign voluntarily?  Yes  No

If you did not resign voluntarily: \_\_\_\_\_

Was your employment terminated during probation?  Yes  No

Did you resign in lieu of being terminated?  Yes  No

Were you terminated for cause (misconduct, performance issues, etc.)?  Yes  No

Do you have any relatives employed by R-V Industries, Inc.?  Yes  No (if yes, please provide details)

Name:	Position:	Relationship:

## FOR OFFICE USE ONLY

Accepted  Accepted subject to:  Experience  Education  Other (specify): \_\_\_\_\_

Analyst: \_\_\_\_\_ Date: \_\_\_\_\_

Action: \_\_\_\_\_

## EMPLOYMENT HISTORY

Starting with your most recent employer, list work and volunteer experience gained during the last 10 years.  
**Do not indicate "See Resume" or you may be disqualified from being considered for the position.**

<b>1</b>	From: <small>(mo/yr)</small>	Employer's name and address:	Type of business:
	To: <small>(mo/yr)</small>		

Job title:

Supervisor's name and phone #:

Hours per week:	Last salary: \$	# of employees supervised:
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Reason for leaving:

Duties:

**MAY WE CONTACT THIS EMPLOYER?**       Yes     No

<b>2</b>	From: <small>(mo/yr)</small>	Employer's name and address:	Type of business:
	To: <small>(mo/yr)</small>		

Job title:

Supervisor's name and phone #:

Hours per week:	Last salary: \$	# of employees supervised:
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Reason for leaving:

Duties:

**MAY WE CONTACT THIS EMPLOYER?**       Yes     No

<b>3</b>	From: <small>(mo/yr)</small>	Employer's name and address:	Type of business:
	To: <small>(mo/yr)</small>		

Job title:

Supervisor's name and phone #:

Hours per week:	Last salary: \$	# of employees supervised:
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Reason for leaving:

Duties:

**MAY WE CONTACT THIS EMPLOYER?**       Yes     No

## CONTINUATION SHEET FOR EMPLOYMENT HISTORY

<b>4</b>	From: (mo/yr)	Employer's name and address:	Type of business:
	To: (mo/yr)		
Job title:			
Supervisor's name and phone #:			
Hours per week:		Last salary: \$	# of employees supervised:
Reason for leaving:			
Duties:			
<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
Use this space to account for any gaps in your employment history			
Dates:		to	Activity:
Dates:		to	Activity:

### AFFIRMATIVE ACTION POLICY

R-V Industries, Inc. maintains at all times an Affirmative Action Policy to recruit, hire, train, and promote into all job levels the most qualified persons without regard to any legally-protected characteristic (e.g., race, sex, age, national origin, marital status and disability) and to administer employment benefits and make other employment decisions (such as compensation, benefits, transfers, layoffs, company-sponsored training, education and tuition assistance) in a non-discriminatory manner.

### APPLICANT UNDERSTANDING AND STATEMENT

I understand that R-V Industries, Inc. follows the usual practice of requiring new employees, at time of employment, to sign an employment agreement which also concerns inventions and patents. I understand this application is current for only sixty days, if I have not been contacted within 60 days and still wish to be considered for employment, I must fill out a new application.

I understand that my employment with R-V Industries, Inc. is contingent upon my successfully undergoing a pre-employment medical examination, including a drug screen. I further understand that if I am employed by R-V Industries, Inc., I may be required from time to time to submit to medical examinations and/or tests conducted by a licensed physician, selected by the Company, at the Company's expense. I hereby give a continuing authorization to any hospital or other health care facility and to any physician or other person conducting such medical examinations and/or tests to furnish to R-V Industries, Inc. or its designated agent, any medical records and medical information resulting from such examinations and/or tests. I further authorize the release to R-V Industries, Inc. my medical records and medical information as may be relevant and necessary to the disposition or investigation of any claim against the Company or the insurance carriers of the Company, including any claim I may have for workers compensation.

I authorize the Company to investigate my past employment, educational credentials, other employment related activities and all statements contained in this application for employment as may be necessary to evaluate my qualifications and arrive at an employment decision. I authorize references listed above to provide R-V Industries, Inc. with any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to R-V Industries, Inc.

I hereby acknowledge, understand and agree that if I am hired by R-V Industries, Inc., my employment is not guaranteed and no representative of the Company has any authority to enter into any oral or written agreement for employment for any specified period of time, or to make any oral or written agreements or statements contrary to the foregoing.

I certify that the answers and statements on this application are true and complete to the best of my knowledge. I understand that false or misleading information given in my application or interview(s) will be sufficient grounds for immediate discharge, if I am employed.

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

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