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**Please answer all questions. Resumes are not accepted in lieu of completion of this application.**

**Note: This application was designed to use with several types of job positions. Some questions may not be completely applicable to the job position you are seeking; however, we ask that you answer all questions.**

\_\_\_\_\_  
Last Name (Please Print) First Middle Date of Birth

\_\_\_\_\_  
Present Address Street City/State Zip Code Telephone Number

Position applying for

Email Address

Only U.S. Citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, submit documentation verifying your legal right to work in the U.S. and your identity? ☐ Yes ☐ No

Have you **ever** been convicted of a felony? ☐ Yes ☐ No. If **yes**, give dates and explain, (Attach separate paper if necessary.) A conviction will not necessarily disqualify you from employment.

#### EDUCATIONAL DATA

School	Print Name, Number and Street, City, State and Zip Code for each School	No. of Yrs. Completed	Degree	Major Course of Study
High School				
College				
Graduate School				
Trade School				

Other skills: List any other job-related skills or qualifications that support your application. \_

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In order to permit a check of your work and educational records, should we be made aware of any change of name or assumed name that you previously used? ☐ Yes ☐ No If **Yes**, identify names and relevant dates.

Have you had prior educational experience which relates to the job for which you are applying?

☐ Yes ☐ No If **Yes**, describe:

Are you a veteran of the U.S. Military Service? ☐Yes ☐No If Yes, what branch of Service? \_\_\_\_\_

If yes, beginning date and ending date of active duty: From: \_\_\_\_\_ To: \_\_\_\_\_  
Yr./Mo Yr./Mo

Date of Discharge from Military Service: \_\_\_\_\_

### EMPLOYMENT EXPERIENCE:

**ALL FORMER JOBS** (List most recent job first.) Account for all time periods including **unemployment, self-employment** and **military service**. (Attach separate paper(s), if necessary.)

Employer	Dates Employed (From / To)	Work Performed
Address		
Job Title	Hourly Rate / Salary (Starting / Final)	
Immediate Supervisor	Telephone No. (      )	
Reason for Leaving		

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Job Title	Hourly Rate / Salary (Starting / Final)
Immediate Supervisor	Telephone No. (      )
Reason for Leaving	

Have you ever been dismissed or forced to resign from any employment? ☐Yes ☐No If **Yes**, please explain.

<b>IN CASE OF EMERGENCY, NOTIFY:</b>		
Name	Phone Number	Relationship
Address		City / State

Do you have transportation to work? ☐Yes ☐No

Will you work overtime if asked? ☐Yes

☐No Are there any hours, shifts or days you will not work? ☐Yes ☐No If **Yes**, explain:

Do you have any friends or relatives who work here? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name _____	Relationship _____
Name _____	Relationship _____

Are you employed? ☐Yes ☐No Are you on a layoff? ☐Yes ☐No Are you subject to recall? ☐Yes ☐No

May we contact your present Employer? ☐Yes ☐No

Previous Employers? ☐Yes ☐No

Please identify any exceptions and reasons for not contacting prior employers: \_\_\_\_\_

\_\_\_\_\_

### CHARACTER REFERENCES:

List three persons not related to you, whom you have known at least one year.

NAME

ADDRESS AND TELEPHONE

OCCUPATION

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

List below any other information or remarks that you wish to have considered as a part of your application for employment.

Have you filed an application here before? ☐Yes ☐No If **Yes**, give date: \_\_\_\_\_

Have you ever been employed here before? ☐Yes ☐No If **Yes**, give dates: \_\_\_\_\_

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### APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize the investigation of all matters contained in this application and hereby give the Employer permission to contact schools, previous employers, references, and others, and hereby release the employer from any liability as a result of such contact. I understand that misrepresentation, omissions of facts or incomplete information requested in this application may remove me from further consideration for employment. In addition, if employed, any misrepresentations or omissions of facts called for in this application will be cause for dismissal at any time without any previous notice.

Applicants accepted for employment should clearly understand that while we make every effort to provide steady, continuous work, we have no employment contracts, and we cannot guarantee the permanence of any position. Job tenure can be affected by many factors including business/economic conditions, changes in laws or employee policies, conformity to our work rules, job performance, etc. And of course, an employee may elect to leave on their own accord to seek other jobs.

I understand that my employment with the Employer is for no specific term and may be terminated by me or the Employer with or without notice or cause at any time. I further understand that no oral promise, employer policy, custom, business practice or other procedure (including the Employer's Personnel Handbook or any personnel manuals) constitutes an employment contract or modification of the at-will employment relationship between me and the Employer.

The contents of any employee handbook or personnel manuals, as well as other Employer policies and practices, are subject to change or modification by the Employer, solely at its discretion, without notice.

This application will remain for ninety (90) days. Any applicant wishing to be considered for employment beyond ninety (90) days should reapply.

I agree in advance if there is a workman's' compensation or health claim, I the undersigned agree to an illegal substance and alcohol testing and understand that if I test positive my benefits, if any, will be severely cut or none at all.

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

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