



"Connecting you to the Future"

R-Options, Inc.
 50 Industrial Park Circle
 Rochester, NY 14624
 (P) 585-366-4125 (F) 585-496-1486
 www.roptionsinc.com

We are an Equal Opportunity Employer and fully subscribe to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion and job status, without regard to race, color, religion, creed, sex, marital status, national origin, age, physical or mental disability.

Name _____ Date of application _____

LAST FIRST MIDDLE

Address _____ City _____ State _____

Telephone _____

1. GENERAL INFORMATION: Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodation? Yes No

Have you been convicted of any felonies other than minor traffic violations during the past seven years? (A criminal record or a conviction will not automatically bar employment, but will be considered only as it reasonably relates to your fitness to perform in the position for which you are applying.) No Yes

If Yes Explain:

2. EDUCATION & TRAINING:

Circle last grade completed - Grade 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4 Masters _____ Doctorate _____

Name & Address of School	Major Course Studied	Graduated or Degree (Y or N)	Average Grade
Last High School Attended/Address			
College or University/Address			
College or University/Address Other School (Technical, Vocational, Graduate, Etc.) / Address			

List any Scholarships, academic honors, awards or special achievements

State fully why you believe you are qualified for te position you are applying for

If required, will you work?

Rotating shifts Yes No

Saturdays Yes No

Out of Town Yes No

Overtime Yes No

Sundays Yes No

Position applying for, be specific:

Salary Requirements: \$

Interests / Accomplishments

EMPLOYMENT HISTORY

Starting with your PRESENT or MOST RECENT EMPLOYER list in consecutive order ALL EMPLOYMENT for at least the past **FOUR** employers. If currently employed, may we contact your employer? Yes No

PRESENT OR MOST RECENT EMPLOYER

Full name of Company				Employed	
				To	From
Street Address	City	State	Zip		
Name & Title of Supervisor		Title of you position		Reason for leaving:	
List job duties performed					
Full name of Company				Employed	
				To	From
Street Address	City	State	Zip		
Name & Title of Supervisor		Title of you position		Reason for leaving:	
List job duties performed					
Full name of Company				Employed	
				To	From
Street Address	City	State	Zip		
Name & Title of Supervisor		Title of you position		Reason for leaving:	
List job duties performed					

List job duties performed			
Full name of Company			Employed
			To
Street Address	City	State	Zip
Name & Title of Supervisor		Title of you position	Reason for leaving:
List job duties performed			

Read Carefully: I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatements or omission of information may result in denial of employment or discharge. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from liability for any damage that may result from furnishing same to you.

Signature: _____ Date: _____