

Yangtze Railroad Materials

Employment Application Form

**PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE.**

Please mail completed application to:
500 N. North Point Road
Rosedale, MD 21237
or fax application to:
410-501-5325

OFFICE USE ONLY:

Date Received:
Reviewed by:

PLEASE COMPLETE PAGES 1-5

DATE: _____

Name: _____
Last First Middle

Present address: _____
Number Street City State

How long at current address: _____ Social Security No.: _____ - _____ - _____

Valid phone number: () _____ E-mail address: _____

Are you under age 18 ____YES ____NO. If "YES" can you proof of your eligibility to work? ____Yes ____NO

Are you currently authorized to work in the United States? ____YES ____NO. Proof of eligibility will be required if hired.

Position applied for (1) _____ Days/hours available to work
and wage desired (2) _____ No Pref _____ Thurs _____
(Be specific) Mon _____ Fri _____
Tues _____ Sat _____
Wed _____ Sun _____

Date of birth: ____/____/____

How many hours can you work weekly? _____

Employment Desired ☐ FULL TIME ONLY ☐ PART-TIME ONLY ☐ FULL OR PART-TIME

When are you available to start work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. Or Trade School				
Professional School				

Have you ever been convicted of a crime which is substantally related to the functions or qualifications of the job for which you are applying? ☐ No ☐ Yes A Conviction record will not necessarily disqualify you from employment.

If Yes, explain number of convictions, nature of offence(s) leading to conviction(s), how recently offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

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APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE? ☐ Yes ☐ No

What is your means of transportation to work? _____

Driver's License

Number _____ State of Issue _____ Expiration Date _____

Have you had any accidents during the past three years? _____ How many? _____

Have you had any moving violations during the past three years? _____ How many? _____

OFFICE
POSITIONS ONLY

Typing ☐ Yes ☐ No _____ WPM 10-Key ☐ Yes ☐ No Word Processing ☐ Yes ☐ No _____ WPM

Personal Computer ☐ Yes ☐ No PC ☐ Mac ☐ Other Skills _____

Please list two reference s other than relatives:

Name _____

Name _____

Position _____

Position _____

Company _____

Company _____

Adress _____

Adress _____

Telephone () _____

Telephone () _____

Please use this space to elaborate on any background, experience, or qualifications that you believe should be considered in evaluating your qualifications for employment. You may include hobbies, volunteer experience, and other activities you believe relavent. Please omit any information that would discorse your race, gender, age, marital status, ethnic origin, religious or political affiliations or disability.

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MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? ☐ Yes ☐ No
ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? ☐ Yes ☐ No

Specialty _____ Date Entered _____ Discharge Date _____

Work Experience Please list your work experience for the **past seven years** beginning with your most recent job held.
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer	Name of last supervisor	Employment Dates	Pay or Salary
Address		From	Start
City, State, Zip		To	Finish
Phone number	Your last job title		

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancement or promotions while you worked at this company.

Name of employer	Name of last supervisor	Employment Dates	Pay or Salary
Address		From	Start
City, State, Zip		To	Finish
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May we contact your present employer? ☐ Yes ☐ No
Did you complete this application yourself? ☐ Yes ☐ No If not, who did? _____

After reviewing the attached job description, please indicate if you are able to perform the essential functions of the job for which you have applied ____ Yes ____ No. If you answered "No", please identify those job functions that you cannot perform. If a reasonable accommodation is required to enable you to perform the job properly and safely, please describe: _____

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

As indication that you have read and understood each sentence, please write your initials in the spaces provided below.

In exchange for the consideration of my job application by Yangtze Railroad Materials, (hereinafter call "the company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manual, benefit plans, policy statements and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, _____ or to confer any right to remain an employee of Yangtze Railroad Materials, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, _____ and that relationship cannot be altered except by written instrument signed by the Owner/ Managing Member of the company _____. Both the undersigned and Yangtze Railroad Materials may end the employment relationship at any time, with specified notice or reason _____. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits. _____

I authorize investigation of all statements contained in this application. _____ I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without previous notice. _____ I hereby give the Company permission to contact schools, all previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contact. _____

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. _____ Upon written request from me, the Company will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act. _____

I further understand that my employment with the Company shall be probationary for a period of ninety (90) to one-hundred eighty (180) days, and further that at any time during the probationary period or thereafter, my employment relationship with the Company is terminable at will for any reason by with party. _____

Signature of applicant _____ Date _____

Yangtze Railroad Materials is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Yangtze Railroad Materials depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.