

Ralston Diesel Service

202 Holt Rd
Victoria, TX 77905

Ph: 361-576-4709

Fax: 361-578-0761

APPLICATION INSTRUCTIONS

The purpose of this application packet is to facilitate due diligence in the selection of competent employees.

We are an Equal Opportunity Employer dedicated to a policy of compliance with all federal, state and local laws regarding nondiscrimination in employment. No question on this application is intended to secure information to be used for unlawful purposes.

Applicants are considered for all positions without regard to race, color, religion, sex, ancestry or national origin, age or veteran status. In addition, the Company does not discriminate on the basis of physical or mental disability where essential functions of the job, as reasonably accommodated, do not require such distinction.

Consistent with the requirements of the Americans with Disability Act (ADA), applicants may request accommodations needed to participate in the application process.

The applicant's ability to perform his job description and the following criteria will be considered when reviewing candidates:

- Legitimate skill
- Experience
- Educational background
- Willingness to perform and excel

Your application does not mean you will be employed.

If you are offered a job, you will be sent to our Company doctor for a drug test and physical to determine your ability to perform the job pursuant to the Americans with Disability Act.

An I-9 form will be required to be completed. If you know that you cannot be legally employed in the United States due to immigration status, please discontinue the application process.

\$ _____ Hourly Rate
_____ GM Initial

RALSTON DIESEL SERVICE
202 Holt Rd.
Victoria, Texas 77905

EMPLOYMENT APPLICATION

Personal Data

Name (last, first, middle)		Date
Social Security Number	Driver's License No.	State
Address		
City	State	Zip Code
Home phone ()	Message Phone ()	
If employed, can you provide proof of U.S. citizenship? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you 18 or over? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Position(s) applying for		
Referred by		
Notify in case of emergency:	Phone:	Relationship:

Education Record

High school	
Address	Dates attended
Degrees or diplomas	
College/University	
Address	Dates attended
Degrees or diplomas	
Trade or technical training	
Address	Dates attended
Degrees or diplomas	

Military Service

Branch of service

Dates of service

Duties/special training

Employment History

Begin with most recent employer. Attach additional sheet if necessary.

Employer

Dates of Employment

Address

City

State

Zip

Title/Duties

Supervisor's Name

Why did you leave?

Employer

Dates of Employment

Address

City

State

Zip

Title/Duties

Supervisor's Name

Why did you leave?

Employer

Dates of Employment

Address

City

State

Zip

Title/Duties

Supervisor's Name

Why did you leave?

Personal Data

Have you been convicted of a crime (other than traffic violations) or been imprisoned during the last seven years?
A conviction will not necessarily bar you from employment. No Yes

If yes, provide details.

Names of friends or relatives that are employed by this company.

Do you have any physical or mental disability that may limit your performance in the job you are applying for?
If so, what can be done to accomodate your limitation?

References

List three professional references who are familiar with the quality of your work, have worked directly with you, and have known you at least two years.

1. Reference

Work phone ()

Home phone ()

Address

City

State

Zip code

Relationship

2. Reference

Work phone ()

Home phone ()

Address

City

State

Zip code

Relationship

3. Reference

Work phone ()

Home phone ()

Address

City

State

Zip code

Relationship

Applicant's signature

Date

I, the undersigned, do hereby grant Ralston Diesel Service, Inc. my permission to obtain any truthful employment history information from any past employer for whom I have worked. I also authorize you to obtain my Motor Vehicle Record for purposes of determining my ability to drive a Company vehicle.

I further authorize and release any former employer to disclose truthful work related history without fear of any claims for damage to my character or job status.

Print Name

Date

Signature

