



# RYAN

## EMPLOYMENT APPLICATION

**Ryan Associates ("Ryan") is an equal opportunity employer. All qualified job applicants will be considered for employment without regard to age, race, sex, color, creed, religion, national origin, citizenship, marital status, physical or mental disability, medical condition, sexual orientation, veteran status or any other basis protected by federal, state or local law.**

The information provided in this application is extremely important to us and will be relied upon by us both in our hiring process and, if employed, in any continuing employment. Please fill out the application as carefully, completely and accurately as possible. We will maintain the application as confidential and will use the information in it only for legitimate business purposes.

### PERSONAL INFORMATION

Last Name	First Name	Middle Initial	Social Security Number
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List Any Former Names or Aliases

Current Street Address	City	State	Zip Code
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Former or Permanent Address

Home Phone	Work Phone	Mobile Phone/Pager	E-mail Address
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Position Sought	Start Date	Desired Compensation
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Have you ever been employed before by Ryan? Yes No

If yes, list date(s), location(s) and job title(s): \_\_\_\_\_

Do you have any friends or relatives who have ever been employed by Ryan? Yes No

If yes, list names: \_\_\_\_\_

How were you referred to Ryan? \_\_\_\_\_

Are you at least age 18? Yes No If no, do you have a valid work permit? Yes No

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

Can you perform the essential functions of the position sought with or without reasonable accommodation?

Yes No

## EDUCATION AND BUSINESS SKILLS

	Name	Location (City/State)	Years Completed	Major Field or Courses	Graduate (Yes/No)	Degrees Rec'd
<b>High School</b>						
<b>College</b>						
<b>Graduate</b>						
<b>Other</b>						

Do you have any special knowledge, skills, training or other qualifications that will assist in your performance of the essential job functions of the position sought, including any professional designations or relevant experience or training received in military service?    Yes    No

If yes, describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## EMPLOYMENT REFERENCES

Please list three individuals, other than your current supervisor, whom we may contact for an employment reference.

Name and Occupation	Address and Telephone	Relationship and Years Known

## REGULATORY HISTORY

Please answer each of the questions below by circling either YES or No and provide more detailed information (on attached sheets if necessary) for any questions answered YES.

Have you ever been convicted of a crime other than minor traffic violations or juvenile offenses? For any non-felony offenses involving possession, use or transportation of marijuana or other controlled substances, please limit your response to the last two years. Convictions will not necessarily disqualify you from employment.

YES NO

Have you ever been reprimanded or disciplined in any way at any prior employer for sexual harassment, employment discrimination or any other inappropriate or prohibited workplace conduct?

YES NO

Explanations: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## EMPLOYMENT HISTORY

Beginning with your present or most recent employment, list all positions held in the past 10 years and explain any gaps in employment in the space provided. Use additional sheets of paper if necessary to provide complete information. You may attach a resume but not in place of completing the required information. We may contact all prior employers to verify any information on this application and to obtain a narrative job reference.

<b><u>Employer Name, Address and Telephone Number</u></b>		<b><u>Employment Dates (month/year)</u></b>	
( )		From: /	
To: /			
<b><u>Last Position Held</u></b>		<b><u>Prior Positions Held</u></b>	
<b><u>Supervisor Name and Title</u></b>		<b><u>Last Base Salary</u></b>	<b><u>Last Bonus/Other Pay</u></b>
<b><u>Primary Job Responsibilities</u></b>		<b><u>Reason For Leaving</u></b>	

<b><u>Employer Name, Address and Telephone Number</u></b>		<b><u>Employment Dates (month/year)</u></b>	
( )		From: /	
		To: /	

<u>Last Position Held</u>	<u>Prior Positions Held</u>	
<u>Supervisor Name and Title</u>	<u>Last Base Salary</u>	<u>Last Bonus/Other Pay</u>
<u>Primary Job Responsibilities</u>	<u>Reason For Leaving</u>	

<u>Employer Name, Address and Telephone Number</u>  ( )	<u>Employment Dates (month/year)</u> From:        /  To:            /	
<u>Last Position Held</u>	<u>Prior Positions Held</u>	
<u>Supervisor Name and Title</u>	<u>Last Base Salary</u>	<u>Last Bonus/Other Pay</u>
<u>Primary Job Responsibilities</u>	<u>Reason For Leaving</u>	

<u>Employer Name, Address and Telephone Number</u>  ( )	<u>Employment Dates (month/year)</u> From:        /  To:            /	
<u>Last Position Held</u>	<u>Prior Positions Held</u>	
<u>Supervisor Name and Title</u>	<u>Last Base Salary</u>	<u>Last Bonus/Other Pay</u>
<u>Primary Job Responsibilities</u>	<u>Reason For Leaving</u>	

**Explain Any Gaps In Employment Over 60 Days** \_\_\_\_\_

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# NOTICES, AUTHORIZATIONS AND CERTIFICATIONS

**PLEASE CAREFULLY READ ALL OF THE FOLLOWING INFORMATION BEFORE SIGNING BELOW**

**RELEASE OF BACKGROUND INFORMATION:** I HEREBY AUTHORIZE RYAN OR ANYONE ACTING ON ITS BEHALF TO THOROUGHLY INVESTIGATE MY REFERENCES, WORK HISTORY, EDUCATIONAL BACKGROUND AND ANY OTHER MATTERS RELATED TO MY SUITABILITY AND/OR QUALIFICATIONS FOR EMPLOYMENT, INCLUDING WITHOUT LIMITATION, BY PREPARATION OF AN INVESTIGATIVE CONSUMER REPORT. I FURTHER AUTHORIZE ANY AND ALL OF MY FORMER EMPLOYERS, EDUCATIONAL INSTITUTIONS, PERSONAL REFERENCES, PUBLIC OR PRIVATE AGENCIES OR ASSOCIATIONS, AND ANY OTHER PERSONS OR ENTITIES TO PROVIDE RYAN OR ANYONE ACTING ON ITS BEHALF WITH ANY INFORMATION THEY MAY HAVE (WHETHER IN WRITTEN OR NARRATIVE FORM) CONCERNING MY EDUCATIONAL RECORD, CHARACTER, SKILLS, EXPERIENCE, WORK HISTORY, BUSINESS ACTIVITIES, GENERAL REPUTATION, AND PERSONAL CHARACTERISTICS. I ALSO AUTHORIZE ANY AND ALL OF MY FORMER EMPLOYERS TO PROVIDE ANY INFORMATION OR DOCUMENTS (WHETHER CONTAINED IN A PERSONNEL FILE OR OTHERWISE) CONCERNING MY HIRING, TERMS OF EMPLOYMENT, JOB DUTIES, EMPLOYMENT RECORD, WORK PERFORMANCE, DISCIPLINARY ACTIONS, AND/OR REASONS FOR SEPARATION. IN DOING SO, I HEREBY RELEASE AND HOLD HARMLESS RYAN, MY FORMER EMPLOYERS, EDUCATIONAL INSTITUTIONS, PERSONAL REFERENCES AND ALL OTHER PERSONS OR ENTITIES FROM ANY AND ALL POSSIBLE CLAIMS OR LIABILITY OF ANY KIND ARISING OUT OF OR IN ANY WAY RELATED TO ANY DISCLOSURE, RECEIPT, INVESTIGATION OR USE OF ANY SUCH INFORMATION OR DOCUMENTS.

**CONDITIONS OF EMPLOYMENT:** I UNDERSTAND AND AGREE THAT ANY EMPLOYMENT WITH RYAN IS CONDITIONED ON MY EXECUTION OF AN EMPLOYMENT AGREEMENT OR APPROPRIATE HIRING LETTER; MY EXECUTION OF RYAN'S COMPREHENSIVE EMPLOYEE CONFIDENTIALITY AND INVENTION ASSIGNMENT AGREEMENT, MY PROVIDING SATISFACTORY PROOF, AS REQUIRED BY LAW, OF MY RIGHT TO WORK IN THE UNITED STATES, AND ON VERIFICATION OF MY QUALIFICATIONS, BACKGROUND, EXPERIENCE AND REFERENCES. IF EMPLOYED, I AGREE TO COMPLY AT ALL TIMES WITH ALL RYAN POLICIES, RULES AND PROCEDURES AS THEY MAY BE ESTABLISHED, STATED AND/OR MODIFIED FROM TIME TO TIME AT RYAN'S SOLE DISCRETION.

**EMPLOYMENT AT-WILL:** I UNDERSTAND AND AGREE THAT, IF EMPLOYED, MY EMPLOYMENT WITH RYAN WILL NOT BE FOR ANY SPECIFIC DURATION AND MAY BE TERMINATED EITHER BY ME OR RYAN AT ANY TIME AND FOR ANY REASON WHATSOEVER, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE. I FURTHER UNDERSTAND AND AGREE THAT, IF EMPLOYED, RYAN WILL ALSO RETAIN THE RIGHT TO MAKE ALL OTHER DECISIONS CONCERNING MY EMPLOYMENT (E.G., CHANGES TO MY POSITION, TITLE, LEVEL, COMPENSATION, JOB DUTIES, REPORTING STRUCTURE, WORK LOCATION OR ANY OTHER MANAGERIAL DECISION) WITH OR WITHOUT CAUSE, AS IT DEEMS APPROPRIATE IN ITS SOLE DISCRETION. THE AT-WILL NATURE OF EMPLOYMENT WITH RYAN CANNOT BE CHANGED EXCEPT IN A WRITING SIGNED BY ME AND RYAN'S SENIOR VICE PRESIDENT OF OPERATIONS.

**ARBITRATION:** EXCEPT AS SPECIFIED BELOW, TO THE FULLEST EXTENT ALLOWED BY LAW, ANY AND ALL DISPUTES, CLAIMS OR CONTROVERSIES OF ANY KIND ARISING OUT OF OR RELATED IN ANY WAY TO HIRING, EMPLOYMENT OR THE TERMINATION OF EMPLOYMENT WITH RYAN (INCLUDING WITHOUT LIMITATION ANY STATUTORY OR COMMON LAW CLAIMS AGAINST RYAN OR ANY OF ITS AGENTS OR EMPLOYEES) SHALL BE FULLY AND FINALLY RESOLVED THROUGH BINDING ARBITRATION, BEFORE A NEUTRAL ARBITRATOR, PURSUANT TO THE CALIFORNIA ARBITRATION ACT, CALIFORNIA CODE OF CIVIL PROCEDURE SECTION 1280, *ET SEQ.* RYAN AND I THEREFORE WAIVE ANY RIGHT TO A JURY TRIAL ON ANY SUCH CLAIMS OR MATTERS. ANY ARBITRATION BETWEEN THE PARTIES WILL BE CONDUCTED BEFORE THE AMERICAN ARBITRATION ASSOCIATION ("AAA") IN SAN MATEO, CALIFORNIA, UNDER THE AAA'S THEN EXISTING NATIONAL RULES FOR THE RESOLUTION OF EMPLOYMENT DISPUTES, AS MODIFIED IN ANY RESPECT NECESSARY TO COMPLY WITH THE REQUIREMENTS OF CALIFORNIA LAW FOR ENFORCEMENT OF ARBITRATION AGREEMENTS REGARDING EMPLOYMENT-RELATED DISPUTES. THIS ARBITRATION PROVISION SHALL NOT APPLY TO ANY CLAIMS FOR INJUNCTIVE OR OTHER SIMILAR EQUITABLE RELIEF. BEFORE COMMENCING ANY ARBITRATION PROCEEDINGS, ANY DISPUTE BETWEEN ME AND RYAN OR ANY OF ITS AGENTS OR EMPLOYEES SHALL FIRST BE SUBMITTED, IN WRITING, TO RYAN'S CHIEF OPERATING OFFICER FOR A GOOD FAITH ATTEMPT AT RESOLUTION UNDER RYAN'S INTERNAL DISPUTE RESOLUTION PROCEDURES.

**CONTENTS OF APPLICATION:** I HEREBY CERTIFY THAT I HAVE PERSONALLY COMPLETED THIS EMPLOYMENT APPLICATION AND THAT THE INFORMATION I HAVE PROVIDED HEREIN IS ALL COMPLETE, TRUE AND CORRECT. I UNDERSTAND AND AGREE THAT ANY FALSE OR MISLEADING STATEMENT OR OMISSION MADE BY ME HEREIN OR OTHERWISE IN APPLYING FOR EMPLOYMENT WITH RYAN MAY RESULT IN RYAN'S IMMEDIATE DISCONTINUATION OF ANY FURTHER CONSIDERATION OF ME FOR EMPLOYMENT OR, IF EMPLOYED, MY IMMEDIATE DISCHARGE, REGARDLESS OF WHEN RYAN DISCOVERS THE FALSE OR MISLEADING STATEMENT OR OMISSION.

I UNDERSTAND THAT THIS APPLICATION WILL ONLY REMAIN ACTIVE FOR THIRTY (30) DAYS FROM THE DATE SUBMITTED AND THAT, THEREAFTER, I WILL NEED TO REAPPLY IF I WISH TO BE CONSIDERED FOR EMPLOYMENT.

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Signature

Print Name

Date

Ryan Associates Employment Application

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