

Form can be downloaded to your pc or phone, filled out and emailed to [hr@prlinc.com](mailto:hr@prlinc.com).

# Employment Application

Position(s) Applied For: \_\_\_\_\_

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Cell Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Are you available to work, Full time \_\_\_\_\_ Part time \_\_\_\_\_ Shifts: 1 2 3

Do any of your friends or relatives work at PRL? If so, their names: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for PRL? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

Special Skills and Equipment: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES  NO  Degree: \_\_\_\_\_

### References

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### Previous Employment

Company (Most Recent): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Other Qualifications, Certifications or Credentials: \_\_\_\_\_

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete.*

*I authorize investigation of all statements contained in this application for employment as may be necessary.*

*This application for employment shall be considered active for a period not to exceed six months.*

*I understand and acknowledge that any employment relations with PRL Incorporated is of an "at will" nature, which means that the I may resign at any time and that PRL Incorporated may discharge me at any time with or without cause or advance notice.*

*If this application leads to employment, I understand that false or misleading information provided in my application or interview may result in my termination. I understand also that I am required to abide by all policies, rules and regulations of PRL Incorporated.*

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

*Submit in person, E-mail or mail/fax your application and resume to:*

Human Resources  
PRL Inc.  
64 Rexmont Road  
Cornwall, PA 17016  
Fax (717) 270-2870  
[HR@prlinc.com](mailto:HR@prlinc.com)

***PRL Inc. is a an Equal Employment Opportunity and Drug-Free Employer***



**PRL, Inc.**

CORNWALL, PENNSYLVANIA 17016 / TELEPHONE (717) 273-6787

**P** PRL Industries, Inc.

**R** Regal Cast, Inc.

**L** LTC, Inc.

**DISCLOSURE REGARDING BACKGROUND INVESTIGATION**

PRL Inc. (“the Company”) may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report.” This report may contain information regarding your criminal history, credit history, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks. As such, the consumer report may bear upon your character, general reputation, personal characteristics, and/or mode of living.

**ACKNOWLEDGEMENT AND AUTHORIZATION REGARDING  
BACKGROUND INVESTIGATION**

I acknowledge receipt of the following documents: DISCLOSURE REGARDING BACKGROUND INVESTIGATION, and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT. I certify that I have read and understand those documents. I hereby authorize the obtaining of "consumer reports" about me by PRL Inc. ("Company") at any time during the hiring process and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Credit Bureau of Lancaster County, Inc., 218 W. Orange St., PO Box 1271, Lancaster, PA 17603, 800-344-1843, another outside organization and/or Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

**PERSONAL INFORMATION NEEDED FOR BACKGROUND CHECK**

Please supply the following information so that PRL Inc. may conduct a background check on you.

Print Full Name (First, middle, last): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth\*: \_\_\_\_\_

Driver License No.: \_\_\_\_\_ State Issued: \_\_\_\_\_

\_\_\_\_\_  
Full Current Address

\_\_\_\_\_  
Additional Previous Address Within the Last 7 Years

\_\_\_\_\_  
Additional Previous Address Within the Last 7 Years

May PRL contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Date of birth is being requested in order to obtain retrieval of records



**PRL, Inc.**

CORNWALL, PENNSYLVANIA 17016 / TELEPHONE (717) 273-6787

PRL Industries, Inc.

Regal Cast, Inc.

LTC, Inc.

**Affirmative Action - Voluntary Identification Form**

*Completion of the information below is voluntary*

We consider all applicants for positions without regard to race, color, religion, gender, national origin, citizenship, age, marital status, veteran status, the presence of a protected disability, or any other legally protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

We comply with applicable government regulations and affirmative action responsibilities. We appreciate your willingness to complete this Voluntary Identification Form as part of our record keeping and reporting requirements. Refusal to provide this information will not adversely affect your candidacy or subsequent treatment as an employee. This data is kept for periodic government reporting and will be kept in a confidential file separate from the Application for Employment.

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**Applicant Information:**

Name \_\_\_\_\_  
Last First Middle

Position Applied For \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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**Referral Source:**

- Walk-in
- Government Employment Agency
- Private Employment Agency
- Advertisement – Source \_\_\_\_\_
- Employee – Name of person who referred you \_\_\_\_\_
- Other Source \_\_\_\_\_

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**Race or Ethnic Identity:**

- Hispanic or Latino
- White (not Hispanic or Latino)
- Black or African American (not Hispanic or Latino)
- Native Hawaiian or Pacific Islander (not Hispanic or Latino)
- Asian (not Hispanic or Latino)
- American Indian or Alaskan Native (not Hispanic or Latino)
- Two or more Races (not Hispanic or Latino)

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**Gender:**

- Female
- Male