

# Application for Employment

PLEASE PRINT

Position(s) Applied For \_\_\_\_\_ Date of Application \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Telephone (\_\_\_\_) \_\_\_\_\_ Social Security Number \_\_\_\_\_  
AREA CODE

If you are under 18, can you furnish a work permit? .....  YES  NO

Have you ever been employed here before? .....  YES  NO

Are you legally eligible for employment in this country? .....  YES  NO  
(Proof of U.S. citizenship or immigration status will be required upon employment.)

Date available for work ..... / \_\_\_\_ / \_\_\_\_

Type of employment desired  Full Time  Part-Time  Temporary  Seasonal  Educational Co-Op

Are you able to meet the attendance requirements of the position? .....  YES  NO

Have you been convicted of a felony in the last seven (7) years? .....  YES  NO  
(Such conviction may be relevant if job related, but does not bar you from employment.)

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

Driver's license number (if required by job) \_\_\_\_\_ State \_\_\_\_\_

## Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience.

From	To	Employer	Telephone (____) _____
Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary Start \$ _____ per _____ Final \$ _____ per _____	
From	To	Employer	Telephone (____) _____
Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary Start \$ _____ per _____ Final \$ _____ per _____	
From	To	Employer	Telephone (____) _____
Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary Start \$ _____ per _____ Final \$ _____ per _____	
From	To	Employer	Telephone (____) _____
Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary Start \$ _____ per _____ Final \$ _____ per _____	

## Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with our company.

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## Educational Background

Name and Location	Years Completed	Did You Graduate?		Course of Study
		Major	Degree	
High School				
College				
Other				

## References

Name	Telephone	Years Known
	Area Code ( ) -	
	Area Code ( ) -	
	Area Code ( ) -	

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Signature of Applicant \_\_\_\_\_ Date    /    /

# Affirmative Action Voluntary Information

To be completed by applicant. Not for interview purposes. To be filed separately from application. This information is used to satisfy the Affirmative Action requirements of Section 503 of the Rehabilitation Act or is necessitated by another federal law or regulation.

As required, we comply with government regulations including Affirmative Action obligations where they apply.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations, we ask that you complete this applicant data survey. Your cooperation is appreciated.

Please be advised that this survey is *not* a part of your official application for employment. It is considered confidential information that will not be used in any hiring decision.

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, veteran status or any other legally protected status.

Position(s) applied for \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Referral Source

- Walk-in       Government Employment Agency       Private Employment Agency  
 Employee       Relative       School  
 Advertisement - Source \_\_\_\_\_       Other \_\_\_\_\_

Name of person who referred you (if applicable) \_\_\_\_\_

## Applicant Information

Name \_\_\_\_\_ ( )  
Last First Middle Area Code Phone

Address \_\_\_\_\_  
Street City State Zip Code

- Male       Female

## Please check one of the following Equal Employment Opportunity Identification Groups:

- White       Black (not of Hispanic origin)       Hispanic  
 American Indian/Alaskan Native       Asian/Pacific Islander

## Special Notice

### To Vietnam Era Veterans, Disabled Veterans and Individuals with physical or mental disabilities:

Government contractors subject to the Vietnam Era Veterans Readjustment Act of 1974 and the Rehabilitation Act of 1973 are required to take affirmative action to employ and advance in employment qualified disabled veterans, veterans of the Vietnam era and qualified handicapped individuals.

You are invited to volunteer this information, if you qualify, to assist in proper placement and determining reasonable accommodation. This information will be considered confidential. Refusal to provide this information will not adversely affect your consideration for employment.

If you so wish to be identified, please check if any of the following are applicable:

- Vietnam era Veteran (served between 1964-1975)       Disabled Veteran       Individual with a disability

# For Personnel Department Use Only

Position(s) applied for  Available  Not Available

Other positions considered for \_\_\_\_\_

Hired  Yes  No

Position hired for \_\_\_\_\_ Date of Hire \_\_\_\_/\_\_\_\_/\_\_\_\_

From the EEO classifications listed below, which one best describes the position filled \_\_\_\_\_

- |                           |                                |                              |
|---------------------------|--------------------------------|------------------------------|
| 1. Officials and Managers | 4. Sales Workers               | 7. Operatives (semi-skilled) |
| 2. Professionals          | 5. Office and Clerical Workers | 8. Laborers (unskilled)      |
| 3. Technicians            | 6. Craft Workers (skilled)     | 9. Service Workers           |

Notes \_\_\_\_\_

Completed by \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

G. Neil Companies assumes no responsibility for any decision the employer makes which may violate applicable state or federal law.

APPLICANT CONSENT FORM TO INVESTIGATE AND DISCLOSE DATA

I, (print name) \_\_\_\_\_ hereby allow V.E. Enterprises Inc. the right to contact my former and current employers, and all other pertinent parties including, but not limited to, educational institutions, and other open records sources, to fully investigate my background.

I understand that as part of the application process, V.E. requires all applicants to disclose pertinent data concerning previous work history, police and military records, and educational activities. I authorize V.E. Enterprises to use any and all information acquired during this investigation to make decisions regarding possible employment with the Company.

I understand and agree that if any material facts are discovered which differ from those facts stated by me on my application, or at any time prior to a job offer, I will not be offered a job. Furthermore, I understand and agree that if material facts are discovered at any time after accepting a job offer, which differ from facts I furnished before taking the job, I may be disciplined, up to and including immediate discharge.

I hereby release and forever hold harmless V.E. Enterprises Inc., its affiliated companies, agents and employees, as well as third parties supplying such information from any and all claims, demands, judgments and legal fees arising out of or in connection with this investigation, or any lawful use of the results or disclosure thereto.

I am willing that a photocopy of this authorization be accepted with the same authority as the original when sent to third parties as proof of authorization.

I also understand that this is not a contract for employment, nor is any future employment implied.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personnel Department Signature

\_\_\_\_\_  
Title