

EDUCATION

School	Name and Address	No. of Years Completed	Did you Graduate?	Major Course(s) of Study
Junior High				
High School				
College/University				
Vocational/Business				
Other				
Summarize special skills, training or professional certifications not listed above?				

EMPLOYMENT HISTORY

Please list all present and past employment starting with your most recent employer. **If information is already on your résumé, please fill in only those items not listed on your résumé (i.e. reason for leaving, salary, etc.).** Attach additional pages, if necessary.

Name of Current Employer: _____

Address: _____

Type of Business: _____

Telephone: (_____) _____ Supervisor's Name: _____

Your Position and Work Performed: _____

Dates of Employment: From: (Month/Year) _____ To: (Month/Year) _____

Starting Pay: _____ Ending Pay: _____ May we contact this employer? Yes No

Reason for Leaving: _____

Name of Former Employer: _____

Address: _____

Type of Business: _____

Telephone: (_____) _____ Supervisor's Name: _____

Your Position and Work Performed: _____

Dates of Employment: From: (Month/Year) _____ To: (Month/Year) _____

Starting Pay: _____ Ending Pay: _____

Reason for Leaving: _____

Name of Former Employer: _____

Address: _____

Type of Business: _____

Telephone: (_____) _____ Supervisor's Name: _____

Your Position and Work Performed: _____

Dates of Employment: From: (Month/Year) _____ To: (Month/Year) _____

Starting Pay: _____ Ending Pay: _____

Reason for Leaving: _____

Name of Former Employer: _____

Address: _____

Type of Business: _____

Telephone: (_____) _____ Supervisor's Name: _____

Your Position and Work Performed: _____

Dates of Employment: From: (Month/Year) _____ To: (Month/Year) _____

Starting Pay: _____ Ending Pay: _____

Reason for Leaving: _____

Name of Former Employer: _____

Address: _____

Type of Business: _____

Telephone: (_____) _____ Supervisor's Name: _____

Your Position and Work Performed: _____

Dates of Employment: From: (Month/Year) _____ To: (Month/Year) _____

Starting Pay: _____ Ending Pay: _____

Reason for Leaving: _____

GENERAL

Are you able to perform the essential functions of the job for which you have applied? Yes No

If no, are there reasonable accommodations that can be made to allow you to perform the essential functions of the job for which you have applied? Yes No

Please list: _____

Have you obtained any special skills or abilities as a result of service in the military? Yes No
Is yes, please describe: _____

REFERENCES

Please list below three persons not related to you who have knowledge of work performance with the last three (3) years:

Name: _____ Occupation: _____

Address: _____

Telephone: (____) _____ Number of Years Acquainted: _____

Name: _____ Occupation: _____

Address: _____

Telephone: (____) _____ Number of Years Acquainted: _____

Name: _____ Occupation: _____

Address: _____

Telephone: (____) _____ Number of Years Acquainted: _____

APPLICANT ACKNOWLEDGMENT AND AUTHORIZATION

Please carefully, initial each paragraph, and sign below:

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery. **Initials:** _____

I understand that submission of an application does not guarantee employment. I further understand that should Volk Transfer extend an offer of employment that such employment with Volk Transfer, Inc. is at-will, for no specified duration and may be terminated by either Volk Transfer, Inc. or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, or statements of Volk Transfer, Inc. or its representatives during the employment process is deemed a contract of employment or implied. I understand that no representatives of Volk Transfer, Inc. except the President has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any agreements must be made in writing and signed by the President of Volk Transfer, Inc. **Initials:** _____

In consideration for employment with Volk Transfer, Inc., if employed, I agree to comply with the rules, regulations, policies and procedures of Volk Transfer, Inc. at all times and understand that such compliance is a condition of employment. I understand that as a condition of employment with Volk Transfer, Inc., I will be required to sign confidentiality and non-compete agreements. If I am offered employment with Volk Transfer, Inc., these agreements will be provided to me for review with my offer. **Initials:** _____

I understand that Volk Transfer, Inc. prohibits the use, sale, distribution, dispensation, manufacture or possession of alcohol or a controlled substance while on company property or during work time and prohibits any employee from working for Volk Transfer, Inc. while under the influence or impaired by alcohol or any controlled substance. Violation of this policy may result in immediate termination of employment. **Initials:** _____

I understand that if offered a position with Volk Transfer, Inc., I will be required to submit to a pre-screening background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment screening and check will result in withdrawal of any employment offer or termination of employment, if already employed. **Initials:** _____

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Volk Transfer, Inc. and/or any of its representatives and I release all parties involved from any and all liability for any and all damage that may result from providing such information. **Initials:** _____

I understand that the receipt of this application does not mean that a job opening exists at Volk Transfer, Inc. and does not obligate Volk Transfer, Inc. in any way. This application is considered current and valid for sixty (60) days. If I wish to be considered for employment after this period, I must fill out and submit a new application. **Initials:** _____

By signing below, I acknowledge that I have read, understood and agree to the above statements.

Date: _____ Applicant's Signature: _____