

VANDOR CORPORATION

4251 W. Industries Rd (765)966-7676
Richmond, IN 47374 (765)962-3139 fax

Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

PLEASE PRINT

Position(s) applied for _____ Date of Application ____ / ____ / ____
Referral Source ___ Advertisement ___ Employee ___ Relative ___ Government Employment Agency
___ Walk-In ___ Private Employment Agency ___ Other _____
Name of source (if applicable) _____
Name _____
LAST FIRST MIDDLE
Address _____ Social Security # _____
STREET CITY STATE ZIP
Telephone # () _____ E-mail Address _____

Do you have a shift preference? ___ 1st ___ 2nd ___ 3rd or ___ Any Shift

If necessary, best time to call you at home is _____:

May we contact you at work? _____ Yes ___ No

If yes, work number and best time to call _____ () _____:

If you are under 18 and it is required, can you furnish a work permit? _____ Yes ___ No

If no, please explain _____

Have you submitted an application here before? _____ Yes ___ No

If yes, give date(s) and position(s) _____ / ____ / ____

Have you ever been employed here before? _____ Yes ___ No

If yes, give dates _____ From ____ / ____ / ____ To ____ / ____ / ____

Are you legally eligible for employment in this country? _____ Yes ___ No

Date available for work _____ / ____ / ____ What is your desired salary range? _____ \$ _____

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

Will you relocate if job requires it?..... ___ Yes ___ No Will you travel if job requires it?..... ___ Yes ___ No

Are you able to meet the attendance requirements of the position?..... ___ Yes ___ No

Are you able to meet the lifting requirements of 75lbs? ___ Yes ___ No

Will you work overtime if required?..... ___ Yes ___ No

If no, please explain _____

Have you ever been bonded?..... ___ Yes ___ No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?..... ___ Yes ___ No

If yes, please provide date(s) and details _____

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

Driver's license number if driving is an essential job function _____ State _____

AN EQUAL OPPORTUNITY EMPLOYER

Employment History

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

Employer	Phone	Dates Employed		Summarize type of work performed and job responsibilities
		From	To	
Address				
Starting Job Title		Starting Salary		
Final Job Title		\$ _____ per _____		
Reason for leaving		Final Salary		
		\$ _____ per _____		
Name of supervisor				
May we contact? ____ yes ____ no ____ later				

Employer	Phone	Dates Employed		Summarize type of work performed and job responsibilities
		From	To	
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Starting Job Title		Starting Salary		
Final Job Title		\$ _____ per _____		
Reason for leaving		Final Salary		
		\$ _____ per _____		
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Reason for leaving		Final Salary		
		\$ _____ per _____		
Name of supervisor				
May we contact? ____ yes ____ no ____ later				

Comments INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT

Skills and Qualifications

Summarize any special training, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Educational Background (if job related)

- A. List last three (3) schools attended, starting with most recent. D. Grade point average or class rank.
B. List number of years completed. E. Major field of study.
C. Indicate degree or diploma earned, if any. F. Minor field of study (if applicable).

A. SCHOOL	B. NO. OF YEARS COMPLETED	C. DEGREE / DIPLOMA	D. GPA / CLASS RANK	E. MAJOR	F. MINOR

References

List name and telephone number of three business/work references who are NOT related to you and are NOT previous supervisors. If not applicable, list three school or personal references who are NOT related to you.

NAME	TELEPHONE	NO. of YEARS KNOWN
	()	
	()	
	()	

Additional Information

List professional, trade, business or civic associations and any offices held. EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN/RESERVE NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.

ORGANIZATION	OFFICES HELD

List special accomplishments, publications, awards, etc. EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN/RESERVE NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.

List any additional information you would like us to consider.

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (I) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other person, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____

Date ____/____/____

Application may be printed or emailed to: annette.lester@vandorcorp.com