



APPLICATION FOR EMPLOYMENT

Volk Packaging is an equal opportunity employer dedicated to a policy of compliance with all federal and state laws regarding non-discrimination in employment. Applicants are considered for all positions and employment decisions are made without regard to race, creed, color, religion, sex, ancestry, ethnic or national origin, age, mental or physical disability, marital status, sexual orientation, gender identity, citizenship status, veteran status or any other basis prohibited by law. No question on this application is intended to secure information to be used for unlawful purposes.

PERSONAL INFORMATION

Last Name	First	Middle
<hr/>		
Street Address	Home Telephone	
<hr/>		<hr/>
City, State, Zip	Cell Telephone	
<hr/>		<hr/>
Are you at least 18 years old? Yes <input type="checkbox"/> No <input type="checkbox"/> Email <input type="text"/>		

GENERAL INFORMATION

Position Desired

Shifts Available	Days Available for Work	Available to Start Work
<hr/>		
Are you authorized to work in the United States?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you able to work overtime hours, if required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	When? <input type="text"/>
Have you ever applied for employment with us?	Yes <input type="checkbox"/> No <input type="checkbox"/>	When? <input type="text"/>
Have you ever worked for this company before?	Yes <input type="checkbox"/> No <input type="checkbox"/>	When? <input type="text"/>
Do you know anyone currently working at VPC?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Whom? <input type="text"/>
Have you been convicted of a crime within the last 7 years? Yes <input type="checkbox"/> No <input type="checkbox"/> (Answering yes does not automatically disqualify you from consideration)		
Explain: <input type="text"/>		
Who referred you to this company? Employment Agency <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Walk In <input type="checkbox"/> School <input type="checkbox"/> Other <input type="checkbox"/>		

EDUCATION

School	Name and Location of School	No. of Years Completed	Did You Graduate?	Degree
High School	_____	_____	Yes___ No___	_____
College	_____	_____	Yes___ No___	_____
Graduate	_____	_____	Yes___ No___	_____
Business/Trade/ Technical	_____	_____	Yes___ No___	_____

SPECIAL TRAINING

Exclude those which may disclose your race, color, religion, sexual orientation, national origin, or any other protected class.

MILITARY

Did/Do you serve in the U.S. Armed Forces? Yes___No___ Branch_____

Date Entered_____ Date Discharged_____ Rank_____

Describe any training received relevant to the position for which you are applying:

EMPLOYMENT

Please give accurate, complete, full-time, and part-time employment record. Start with your present or most recent employer. Please provide employment information for the past 10(ten) years. Additional space is available on back of application. If you have a resume, please attach.

1.

Company Name _____ Telephone () _____

Address _____ Employed From _____ To _____

City, State, Zip _____

Name of Supervisor _____ His/Her Position _____

State Job Title and Describe Your Work _____

Reason for Leaving _____

2.

Company Name _____ Telephone () _____

Address _____ Employed From _____ To _____

City, State, Zip _____

Name of Supervisor _____ His/Her Position _____

State Job Title and Describe Your Work _____

Reason for Leaving _____

3.

Company Name _____ Telephone () _____

Address _____ Employed From _____ To _____

City, State, Zip- _____

Name of Supervisor _____ His/Her Position _____

State Job Title and Describe Your Work _____

Reason for Leaving _____

May we contact all your current/past employers listed above? Yes _____ No _____

If No, please list the employers you do not want us to contact and tell us the reason you do not want us to contact the employer. _____

CONDITIONS FOR ACCEPTANCE OF THIS APPLICATION FOR EMPLOYMENT

The information given in this application for employment must be true and correct to the best of the applicant’s knowledge. Any false, misleading statements or omissions made by the applicant in this application, during an employment interview or in connection with any physical examinations will be grounds for the Company to refuse to consider the applicant for employment, revoke an offer of employment or constitute grounds for dismissal in the event the applicant is employed.

The applicant, by submitting this application for employment to the Company, authorizes it to investigate the applicant’s past employment records and the accuracy and completeness of the information given on the application. Furthermore, the applicant releases from all liability and responsibility all persons, companies or organizations supplying such information.

This application for employment, the Company’s employee handbook, and any other document, statement or promise either expressed or implied is not to be considered an offer for employment, a contract of employment, a guarantee of continued employment, or a guarantee of wages or benefits. Employment with the Company is not for a definite duration and can be terminated by the associate or the Company at any time, without notice, and for any reason whatsoever including, but not limited to, unsatisfactory job performance, economic conditions and violation of the Company’s rules and regulations and without resorting to any disciplinary procedures that the Company may have established. Furthermore, an associate’s at will employment relationship may not be altered, canceled, or converted unless such change is reduced to writing and signed by the Company’s President.

APPLICANT’S STATEMENT

I have read the above **CONDITIONS FOR ACCEPTANCE OF THIS APPLICATION FOR EMPLOYMENT** and understand and agree to the terms and conditions stated herein. *I have been provided a copy of the Substance Abuse Policy.*

Signature of Applicant

Date

