



# Application for Employment

Vanair Manufacturing, Inc. provides equal employment opportunities (EEO) to all qualified employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Vanair Manufacturing, Inc. complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

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

1. Position applying for: \_\_\_\_\_

2. How did you hear about this opening? \_\_\_\_\_

3. When can you start? \_\_\_\_\_ 4. Desired Wage: \$ \_\_\_\_\_

5. Are you a United States citizen or otherwise legally authorized to work in the U.S. on an unrestricted basis? Note: You may be required to provide documentation.

YES       NO

6. Are you seeking full-time employment? If no, what hours are you available?

YES       NO \_\_\_\_\_

7. Are you willing to work overtime?

YES       NO

8. Have you ever been convicted of a felony? Note: This will not necessarily affect your application.

YES       NO

If yes, please describe the conditions.

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**EDUCATION**

High School: Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Year: \_\_\_\_\_ Major: \_\_\_\_\_ Degree: \_\_\_\_\_

College: Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Year: \_\_\_\_\_ Major: \_\_\_\_\_ Degree: \_\_\_\_\_

College: Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Year: \_\_\_\_\_ Major: \_\_\_\_\_ Degree: \_\_\_\_\_

Post-College: \_\_\_\_\_

Other Training: \_\_\_\_\_

In addition to your work history, are there any skills, qualifications, certifications, or experience that you would like us to consider?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY – list most current first**

Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_

Start Date: \_\_\_\_\_ Start Wage: \_\_\_\_\_ Start Position: \_\_\_\_\_

End Date: \_\_\_\_\_ End Wage: \_\_\_\_\_ End Position: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ May we contact?  YES  NO

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**EMPLOYMENT HISTORY – continued**

Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_

Start Date: \_\_\_\_\_ Start Wage: \_\_\_\_\_ Start Position: \_\_\_\_\_

End Date: \_\_\_\_\_ End Wage: \_\_\_\_\_ End Position: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ May we contact?  YES  NO

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_

Start Date: \_\_\_\_\_ Start Wage: \_\_\_\_\_ Start Position: \_\_\_\_\_

End Date: \_\_\_\_\_ End Wage: \_\_\_\_\_ End Position: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ May we contact?  YES  NO

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**EMPLOYMENT HISTORY – continued**

Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_

Start Date: \_\_\_\_\_ Start Wage: \_\_\_\_\_ Start Position: \_\_\_\_\_

End Date: \_\_\_\_\_ End Wage: \_\_\_\_\_ End Position: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ May we contact?  YES  NO

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Attach additional information, if necessary.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. Vanair Manufacturing, Inc. is hereby authorized to make any investigations of my prior educational and employment history.

I understand that employment with Vanair Manufacturing, Inc. is “at will”, which means that either I or Vanair Manufacturing, Inc. can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of Vanair Manufacturing, Inc., other than the CEO or President, has any authority to alter the foregoing.

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