



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
_____	_____	_____
Street Address	Home Telephone	
_____	_____	
City, State, Zip	Cell Telephone	
_____	_____	
Are you at least 18 years old? Yes _____ No _____ Email _____		

GENERAL INFORMATION

Position Desired		

Shifts Available	Days Available for Work	Available to Start Work
_____	_____	_____
Are you authorized to work in the United States?	Yes _____ No _____	
Are you able to work overtime hours, if required?	Yes _____ No _____	When? _____
Have you ever applied for employment with us?	Yes _____ No _____	When? _____
Have you ever worked for this company before?	Yes _____ No _____	When? _____
Do you know anyone currently working at VPC?	Yes _____ No _____	Whom? _____
Who referred you to this company?	Employment Agency _____ Newspaper Ad _____ Indeed _____	
	Friend/Relative _____ Walk In _____ School _____ Other _____	

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

