



# SCHAUS-VORHIES CONTRACTING, INC.

## APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer M/F/D/V

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

Date \_\_\_\_\_

### PERSONAL INFORMATION

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State Zip Code

Telephone Number \_\_\_\_\_ Cell Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Are you authorized to work in the United States?  Yes  No (Proof will be required before you will be permitted to start to work.)

Position(s) applied for \_\_\_\_\_ Referral Source (How did you hear about us?) \_\_\_\_\_

Have you ever been employed here before?  Yes  No If so, when? \_\_\_\_\_

Reason for Leaving? \_\_\_\_\_

Date available for work: \_\_\_ / \_\_\_ / \_\_\_ Wage desired: \_\_\_\_\_ Employment Desired:  Full Time  Part Time  Temporary  Seasonal

Driver's license number if driving may be required in position for which you are applying \_\_\_\_\_ State \_\_\_\_\_

Answering "yes" to the following 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.

Have you ever been convicted of or plead guilty or no contest to, or received any deferred or expunged sentence with regard to any criminal offense (misdemeanor or felony) other than a misdemeanor minor traffic violation?  Yes  No  
If yes, give date and explain. Include any convictions for driving under the influence and any other serious moving violations.

(Please note that a criminal record check will be conducted.) \_\_\_\_\_

### EDUCATION

Name & Location of School  
High School \_\_\_\_\_  
College \_\_\_\_\_  
Trade Business \_\_\_\_\_  
Correspondence \_\_\_\_\_

Years Completed	Graduated	Subjects Studied
	Yes _____ No _____	
	Yes _____ No _____	
	Yes _____ No _____	

### MILITARY RECORD

Have you served in the U.S. Armed Forces  Yes  No

Dates of Active Duty From \_\_\_\_\_ To \_\_\_\_\_ Branch of Service \_\_\_\_\_

Type of Duty and Rank at Discharge \_\_\_\_\_  
Describe Special Schooling Received While in Service \_\_\_\_\_

**EMPLOYMENT HISTORY**

*Starting with your most recent employer, provide the following information.*

Date, Month & Year	Name & Address of Employer	Wages	Positions	Reason For Leaving
1. From  To	Company: City, State: Phone No.: Supervisor:			
2. From  To	Company: City, State: Phone No.: Supervisor:			
3. From  To	Company: City, State: Phone No.: Supervisor:			
4. From  To	Company: City, State: Phone No.: Supervisor:			

**SKILLS & QUALIFICATIONS**

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying (including Computer skills).

**REFERENCES**

List three people (not relatives) who can tell us about your employment qualifications.

<u>Name</u>	<u>Address</u>	<u>PhoneNumber</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**APPLICANT'S STATEMENT AND AGREEMENT**

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

I expressly authorize without reservation, the employer, its representatives, employers 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 truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

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

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or 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 authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

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) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

**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 \_\_\_\_\_