

**VANDERVEEN & SAWYER**

7125 HEADLEY ST SE SUITE 711 ADA, MI 49301

616-676-5538

info@vanderveensawyer.com

DATE: _____

THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT, but merely is intended to evaluate suitability for employment. It is the policy of Vanderveen & Sawyer, LLC to provide equal employment opportunity to all qualified persons without discrimination on the basis of sex, race, religion, age, marital status, veteran status, or any other status protected under state and federal law. It is also the policy of Vanderveen & Sawyer, LLC to have the option of conducting pre-employment screening before a job offer is made.

PERSONAL INFORMATION

Name: Last: _____ First: _____ Middle: _____

Social Security #: _____ Home Phone: _____ Work Phone: _____

Email: _____

Please list below your current address and your two other most recent addresses:

Current/Street: _____ City: _____ State: _____ ZIP: _____ Since (Mo/Yr): _____

Street: _____ City: _____ State: _____ ZIP: _____ From _____ To _____

Street: _____ City: _____ State: _____ ZIP: _____ From _____ To _____

EDUCATIONHigh School Attended: _____ City/State: _____ Graduated? ☐ Yes ☐ No ☐ GEDArea of Study Degree/Certificate/Diploma

Undergraduate College:

Graduate School:

Certification Class:

EMPLOYMENT INFORMATION

Please answer all of the following questions. When necessary, note question number and use an extra sheet of paper to provide explanations.

1. Yes ____ No ____ Are you at least 18 years of age and legally eligible for work in the United States?

2. Yes ____ No ____ Will you work overtime when necessary

3. Yes ____ No ____ Do you understand the job requirements?

4. Yes ____ No ____ Are you currently bound by a non-competition or trade secret agreement?

If Yes, please explain: _____

Yes ____ No ____ Have you ever been discharged or asked to resign from a job?

If yes, please explain: _____

6. Yes ____ No ____ Have you ever been convicted of or pled guilty to a felony or other crime?

If yes, please explain: _____

EMPLOYMENT HISTORY

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES _____ NO _____

Please list below your last three employers, beginning with the current or most recent past employer:

Most Recent Employer: _____

City/State _____ ZIP _____

Phone _____ Position Held _____ From/To _____

Pay Rate _____

Supervisor _____ Reason For Leaving _____

Most Recent Employer 2: _____

City/State _____ ZIP _____

Phone _____ Position Held _____ From/To _____

Pay Rate _____

Supervisor _____ Reason For Leaving _____

Most Recent Employer 3: _____

City/State _____ ZIP _____

Phone _____ Position Held _____ From/To _____

Pay Rate _____

Supervisor _____ Reason For Leaving _____

JOB RELATED SKILLS

Please answer all of the following questions. When necessary, note question number and use an extra sheet of paper to provide explanations.

1. Yes ____ No ____ Do you have a valid driver license?

2. License Type: OPERATOR CHAUFFEUR CDL: ☐ A ☐ B ☐ DOUBLES ☐ HAZMAT ☐ AIR BRAKES

Driver's License Number _____ State: _____ Exp. Date: _____

3. Yes _____ No _____ Have you ever been convicted of or pled guilty to any traffic-related offense within the past 5 years?

4. Yes _____ No _____ Have you had your driver's license suspended or revoked or had your driving privileges modified by a court of law?

5. Use this space to list any special skills you may have that relate to the position applied for:

Training and workshops attended:

6. Yes _____ No _____ CPR Certified

Please list any licenses, certifications, etc., that may relate to the position applied for. Include date granted, name of organization, and any other relevant information: (Crane, Plumber, Builder, Heavy Equip. Certificate, AED, etc.)

1. _____
2. _____
3. _____
4. _____

APPLICANT'S CERTIFICATION AGREEMENT

1. I understand that I may submit a copy of my resume' and by submitting a resume' I understand that it will be used only as supporting and additional background information. A resume is not an authorized substitute for a completed employment application.

2. I understand that if I should choose to complete only a portion of the required employment application that the information submitted may not be enough information from which to base any determination on, and, as a result, my application may not receive full consideration for employment.

3. I authorize the investigation of all statements contained in this application and release from all liability any persons or employers supplying such information, and I also release Vanderveen & Sawyer, LLC from all liability that may result from making background investigations.

4. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts on this application (or on any required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

5. I agree, if I am offered and accept a position, conform to all existing and future workplace rules, regulations, policies and procedures of Vanderveen & Sawyer, LLC.

6. I understand and agree that Vanderveen & Sawyer, LLC reserves the right to change any wage, hours of work and working conditions, in its sole discretion, at any time, as deemed necessary.

PLEASE ATTACH COVER LETTER AND RESUME

(Applicant Signature)

(Today's Date)

OFFICE USE ONLY:

(Accepted by)

(Today's Date)

Pay Rate