



## APPLICATION FOR EMPLOYMENT

*VKGS LLC is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap or veteran status.*

**INSTRUCTIONS TO APPLICANT** – All information items must be completed even if included on your resume. Please type or print clearly. Consideration for employment with VKGS LLC may be conditioned upon the results of a background check to include criminal record, consumer credit report, motor vehicle, and drug screening.

### PERSONAL:

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

**Address** (Street, City, State, Zip Code): \_\_\_\_\_

**Phone Number** (include Area Code): \_\_\_\_\_

**E-mail Address** (if available): \_\_\_\_\_

### EMPLOYMENT DESIRED:

1. Position desired: \_\_\_\_\_

2. When are you available to start work: \_\_\_\_\_

3. If you are presently working, may we contact your present employer?  Yes  No

4. Have you previously been employed by VKGS LLC or any of its affiliates?  Yes  No

### GENERAL INFORMATION:

5. Are you legally entitled to work in the U.S.?  Yes  No

6. Have you ever been convicted of any crime other than a minor traffic offense?  Yes  No

If yes, please explain \_\_\_\_\_

**Note:** A conviction record is not an automatic denial of employment. Each case is considered in relation to the position applied for.

7. Do you have a valid motor vehicle license?  Yes  No

### EDUCATIONAL HISTORY:

Educational Background (include all college level degrees). Use an attachment if necessary.

#### **High School**

Name/Location of School	Years attended/graduated	Degree
_____	_____	_____

#### **Technical/Vocational School**

Name/Location of School	Course of Study	Degree/Certification
_____	_____	_____

#### **College (list all attended)**

Name/Location of School	Course of Study/Hours Completed	Degree
_____	_____	_____

Name/Location of School	Course of Study/Hours Completed	Degree
_____	_____	_____

**EMPLOYMENT RECORD:**

Employment Record (include all employment history beginning with the most recent). Use an attachment if necessary.

<b>Employer</b>	<b>Position Held</b>	<b>Employer Address/Phone Number</b>
_____	_____	_____
<b>Period of Employment (Month/Year)</b>	<b>Supervisor Name</b>	<b>May We Contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	
<b>Reason for Leaving</b>	<b>Salary (hourly or annual)</b>	
_____	_____	

<b>Employer</b>	<b>Position Held</b>	<b>Employer Address/Phone Number</b>
_____	_____	_____
<b>Period of Employment (Month/Year)</b>	<b>Supervisor Name</b>	<b>May We Contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	
<b>Reason for Leaving</b>	<b>Salary (hourly or annual)</b>	
_____	_____	

<b>Employer</b>	<b>Position Held</b>	<b>Employer Address/Phone Number</b>
_____	_____	_____
<b>Period of Employment (Month/Year)</b>	<b>Supervisor Name</b>	<b>May We Contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	
<b>Reason for Leaving</b>	<b>Salary (hourly or annual)</b>	
_____	_____	

<b>Employer</b>	<b>Position Held</b>	<b>Employer Address/Phone Number</b>
_____	_____	_____
<b>Period of Employment (Month/Year)</b>	<b>Supervisor Name</b>	<b>May We Contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	
<b>Reason for Leaving</b>	<b>Salary (hourly or annual)</b>	
_____	_____	

**REFERENCES:**

<b>Professional</b>	
<b>Name/Title:</b>	<b>Name/Title:</b>
<b>Address:</b>	<b>Address:</b>
<b>Phone:</b>	<b>Phone:</b>
<b>Email:</b>	<b>Email:</b>

<b>Personal (other than relatives)</b>	
<b>Name/Title:</b>	<b>Name/Title:</b>
<b>Address:</b>	<b>Address:</b>
<b>Phone:</b>	<b>Phone:</b>
<b>Email:</b>	<b>Email:</b>

**OTHER INFORMATION:**

Please provide any other special skills, certifications and/or equipment experience that you may have acquired:

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**Please read the following statement carefully before signing this application.**

**Applicant’s Acknowledgement and Certification**

I hereby confirm that my answers to these statements and questions are true and correct to the best of my knowledge. I understand that falsification or omission of any information on this application could result in my disqualification from further consideration in the selection process, or, if hired, termination of my employment. I understand that consideration for employment may be conditioned upon the results of a background check (which may include any or all of the following; criminal history, consumer credit report and drug screening), and I authorize the agents or assigns of **VKGS LLC** to investigate all statements made by me on this application, to conduct a thorough investigation of my background and activities, and I agree to cooperate in such investigation and to release **VKGS LLC** and its agents and assigns from all liability or responsibility and of all persons and corporations requesting or supplying such information. I authorize the agents and assigns of **VKGS LLC** to contact my cited references and any developed uncited references to make inquires concerning my current and past employment. This authorization will expire six months from the date it is signed. Additionally, upon my termination I authorize the release of reference information on my work. A facsimile copy of this document shall be considered as effective and valid as the original.

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date