



Employment Application

Equal access to programs, services, and employment is available to all persons. Applicants requiring reasonable accommodation to application and/or interview process should notify a representative of the Human Resources Dept.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Desired Salary: \$ _____ Shift Preference: _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO If yes, explain: _____

Based on the information you have received about the position, will you be able to perform the full scope of the job with or without reasonable accommodation? YES NO **Note: if accommodation is requested, please see Human Resources.**

Will you work overtime if required? YES NO
If no, please explain: _____

Education

Did you graduate High School? Yes No G.E.D. _____

College or University _____ Major Field: _____ Degree: _____

Additional Educational Information: _____

Additional Questions

Do you have working knowledge and experience with any of the following:

	Check if yes		Check if yes
Use of hand tools	<input type="checkbox"/>	Measuring with calipers	<input type="checkbox"/>
Operating a punch press	<input type="checkbox"/>	Measuring with micrometers	<input type="checkbox"/>
Blue print reading	<input type="checkbox"/>	Basic computer skills	<input type="checkbox"/>
Spot welding experience	<input type="checkbox"/>	Tow motor	<input type="checkbox"/>
Reading and interpreting gauges	<input type="checkbox"/>	Operating pallet jacks	<input type="checkbox"/>

Other skills you have that may be relevant to the position applied for:

Previous Employment

Dates of Employment	Employer's Name and Address (Give most recent employer first.)	Name of Last Supervisor	Job Responsibilities	Salary or Wage	Reason for Leaving

Did a Voss associate refer you for the position you are applying for? If so, please list their full name _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment.

I expressly authorize without reservation that the employer, its authorized agents or representatives to contact and obtain information from all references either personal or professional, employers, public agencies, licensing authorities and educational institutions or any other legitimate sources to verify the accuracy of the information provided by me in this application, resume, or statements made in any way to the employer. I hereby waive any and all rights and claims I may have regarding this 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. Additional testing of job-related skills and for the presence of drugs in your body may be required prior to employment.

I recognize and understand that this employer does not unlawfully discriminate in employment and that 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 local, state, or federal law.

I understand this application remains current for only 60 days from the date below. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be expected for me to reapply and fill out a new application.

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 in no way constitutes an agreement or contract for employment for any specified period or definite duration. I also understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied or oral or written agreements interpreted contrary to the foregoing expressed 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 U.S. within 3 days of hire and that federal immigration laws require me to complete an I-9 form in this regard. Failure to submit such proof within the required time shall result in immediate termination of employment.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any aspect, will be sufficient cause to a) eliminate me from further consideration for employment, or b) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature: _____ **Date:** _____