

# **General Employment Application**

CityServiceValcon, LLC. (the “Company”) is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

**PERSONAL**

|                                                                                                                               |             |                                                    |                       |
|-------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------------------|-----------------------|
| Last Name                                                                                                                     | First       | Initial                                            | Social Security #     |
| Other Name(s) Used                                                                                                            |             |                                                    | Home Telephone #      |
| Address, City, State, Zip                                                                                                     |             |                                                    | Business or Message # |
| Position Applied For                                                                                                          | Referred By |                                                    | Salary Desired        |
| Have you ever interviewed with the Company or its affiliates before: <input type="checkbox"/> Yes <input type="checkbox"/> No |             | If yes, list date(s), job title(s) and location(s) |                       |
| Have you ever been employed by the Company or its affiliates before? <input type="checkbox"/> Yes <input type="checkbox"/> No |             | If yes, list date(s), job title(s) and location(s) |                       |
| Do you have any relatives employed by the Company or its affiliates? <input type="checkbox"/> Yes <input type="checkbox"/> No |             | If yes, list date(s), job title(s) and location(s) |                       |
|                                                                                                                               |             |                                                    |                       |

**EDUCATION**

|                                                   |         |               |                                         |    |
|---------------------------------------------------|---------|---------------|-----------------------------------------|----|
| Circle Highest Grade Completed:                   |         |               |                                         |    |
| High School                                       | 9       | 10            | 11                                      | 12 |
| College, Trade or Business                        | 1       | 2             | 3                                       | 4  |
| School                                            | Address | Major Studies | Degree, Diploma, License or Certificate |    |
| High School                                       |         |               |                                         |    |
| College/University                                |         |               |                                         |    |
| Vocational,<br>Business & Other                   |         |               |                                         |    |
| List Any Professional Designations                |         |               |                                         |    |
| Other Special Knowledge, Skills or Qualifications |         |               |                                         |    |

Do you type? ☐Yes ☐No

If yes, WPM:

## EMPLOYMENT HISTORY

List all employment for the past 10 years, starting with the most recent position. All information **must** be completed. You may attach a resume, but not in place of completing the required information.

|                           |                  |                    |                 |
|---------------------------|------------------|--------------------|-----------------|
| Employed From             | Employer Name    | Supervisor Name    | Starting Salary |
| Employed Until            | Employer Address | Supervisor Phone # | Ending Salary   |
| Job Title                 |                  | Reason for Leaving |                 |
| Duties & Responsibilities |                  |                    |                 |

|                           |                  |                    |                 |
|---------------------------|------------------|--------------------|-----------------|
| Employed From             | Employer Name    | Supervisor Name    | Starting Salary |
| Employed Until            | Employer Address | Supervisor Phone # | Ending Salary   |
| Job Title                 |                  | Reason for Leaving |                 |
| Duties & Responsibilities |                  |                    |                 |

|                           |                  |                    |                 |
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|                           |                  |                    |                 |
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| Employed Until            | Employer Address | Supervisor Phone # | Ending Salary   |
| Job Title                 |                  | Reason for Leaving |                 |
| Duties & Responsibilities |                  |                    |                 |

## GENERAL

Yes No

- ☐ ☐ May we contact your current employer for references?
- ☐ ☐ If hired, will you be able to work overtime?
- ☐ ☐ Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodations.
- ☐ ☐ Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by court? (A "yes" response does not automatically disqualify your application)

## CERTIFICATION & AUTHORIZATION

The above information is true and correct. I understand that, in the event of my employment by the Company, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize the Company to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment related information about me to the Company and will hold the Company and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorize the Company to obtain any credit and consumer check.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with the Company is intended to create an employment contract between myself and the Company under which my employment could be terminated only for cause. On the contrary I understand and agree that, if hired, my employment will be terminable at will and may be terminated by me or the Company at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPLICANT SURVEY

Title VII of the U.S. Civil Rights Act requires us to maintain records relevant to the determinations of whether unlawful employment practices have been or are being committed. The following survey helps to fulfill these requirements. For additional information, please refer to the following page.

This applicant survey is **voluntary** and will be separated from your application. The survey information will be kept confidential, used only for statistical reports and other lawful uses. Analysis of the information you and others provide will be used to monitor recruitment and selection practices.

### 1. **JOB APPLIED FOR:**

Job Title: \_\_\_\_\_ Closing Date: \_\_\_\_\_

### 2. **HOW DID YOU FIRST LEARN OF THIS POSITION?**

- ☐ (A) Newspaper ad      ☐ (D) Inquiry      ☐ (G) Internet/intranet  
☐ (B) Friend/employee      ☐ (E) Relative  
☐ (C) Employment agency      ☐ (F) Other (specify) - \_\_\_\_\_

### 3. ☐ (M) **MALE**    ☐ (F) **FEMALE**

### 4. **DATE OF BIRTH** (month/day/year): \_\_\_\_\_

### 5. **RACE / ETHNICITY**

Please check the one box that best describes your race/ethnicity:

- ☐ (I) **American Indian or Alaskan Native**
- ☐ (A) **Asian**
- ☐ (N) **Native Hawaiian or other Pacific Islanders**
- ☐ (B) **Black** (Not of Hispanic origin)
- ☐ (S) **Spanish** (Hispanic)
- ☐ (W) **White** (Not of Hispanic origin)
- ☐ (T) **Two or More Races**

### 6. **VETERAN STATUS**

Have you served in the U.S. Military? ☐ Yes ☐ No  
(see following page)

## **SELF-IDENTIFICATION**

This CityServiceValcon is a government contractor subject to §503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Act of 1974, as amended, which require government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities, disabled veterans, recently separated veterans, other protected veterans, and Armed Forces service medal veterans.

If you are a recently separated veteran, other protected veteran, or Armed Forces service medal veteran, we would like to include you under our affirmative action program. If you would like to be included under the affirmative action program, please tell us. The term "recently separated veteran" refers to any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty. The term "other protected veteran" refers to a person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, under laws administered by the Department of Defense. The term "Armed Forces service medal veteran" refers to a person who, while serving on active duty in the Armed Forces, participate in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (62 FR 1209).