

Application for Employment

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Position Applied For _____ Today's Date _____

Are you seeking: Full-time Part-time Temporary employment? When could you start work? _____

Last Name First Name Middle Name Preferred Phone Number

Present Street Address City State Zip

Social Security # ____ - ____ - ____ If hired, can you furnish proof of your eligibility to work in the U.S.? Yes No

Have you ever applied to PDI/TVG before? Yes No If yes, give dates _____

Were you ever employed at PDI/TVG? Yes No If yes, give dates _____

Do you have any relatives that work at PDI/TVG? Yes No

If yes, who? _____

Have you ever pled "guilty" or "no contest" to, or been convicted of a felony? Yes No

If yes, give details _____

(A "yes" answer does not automatically disqualify you from employment, since the nature of the offenses, date, and the job for which you are applying will also be considered.)

Are you now or do you expect to be engaged in any other business or employment? Yes No

If yes, please explain _____

Will you travel if job requires it? Yes No

If yes, what percentage of overnight travel is acceptable to you _____

Will you work overtime if required? Yes No

For driving jobs only: Do you have a valid driver's license? Yes No Class of License _____

Have you had your driver's license suspended or revoked in the last three years? Yes No

If yes, give details _____

List any professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability or other protected status.) _____

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

Please Give Month & Year

Name of Employer	Job Title & Duties		
Address			
City, State, Zip	Dates of employment:	From:	To:
Telephone	Base Pay:	Start \$	Final \$
Supervisor & Title	Reason for leaving:		

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Note this information should be repeated to fill this page

Educational Background

Name and Location	# of Yrs. Completed	Did you graduate?		GPA Class Rank	Course of Study
High School					
College /University		Major	Degree		
Other					

What skills or additional training do you have that are related to the job for which you are applying?

What machines or equipment can you operate that are related to the job for which you are applying?

Have you worked or attended school under any other name?
If yes, give names _____

Yes No

Are you presently employed?

Yes No

If yes, may we contact your present employer?

Yes No

Are you currently bound by an employment contract/agreement or other type of obligation with a prior or current employer?

Yes No

If yes, you must provide TVG with a copy of this agreement prior to being employed.

Have you ever been fired from a job or asked to resign?

Yes No

If yes, please explain _____

Have you ever been disciplined or discharged for acts of violence in the workplace?

Yes No

If yes, please explain _____

Give three references, not relatives or former supervisors:

Name

Address

Phone

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I understand that the employer may request an investigative consumer report from a consumer reporting agency and a criminal background report from an authorized agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand that I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer (except as previously noted), past employers and organizations named in this application to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required. I also understand that if I am hired, I will be required to provide proof of identity and legal authority 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 THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature consent to these statements.

Signature _____ Date _____

This application for employment will remain active for a limited time. As the organization representative for details.

INFORMATION DISCLOSURE AUTHORIZATION

I hereby authorize my former employers to release to TVG for verification/reference purposes, information concerning my previous employment. This information is for the confidential use of TVG in conducting a reference check.

Signature _____ Date _____

