

## VanDrie Employment Application

VanDrie Employment LLC is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

**PLEASE COMPLETE ALL FOUR SHEETS OF THE APPLICATION**

At which VanDrie location are you seeking employment?

Big Rapids    
  Cadillac    
  Houghton Lake    
  Traverse City

Position applying for \_\_\_\_\_

Today's Date: \_\_\_\_\_ Phone Numbers: \_\_\_\_\_

Last Name: \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_

Street Address	City	State	Zip
----------------	------	-------	-----

Previous Address	City	State	Zip
------------------	------	-------	-----

Social Security Number	Driver's License/State ID Number
------------------------	----------------------------------

Have you ever been denied a license, permit or privilege to operate a motor vehicle? \_\_\_\_\_

Has any license, permit or privilege ever been suspended or revoked? \_\_\_\_\_

Have you been convicted of any moving violations in the past five years? \_\_\_\_\_

How did you hear about us? Newspaper ad \_\_\_\_\_ Employment agency \_\_\_\_\_ Name \_\_\_\_\_

Current employee \_\_\_\_\_ Name \_\_\_\_\_

Are you a minor? Age \_\_\_ 14-15 \_\_\_ 16-17 \_\_\_ 18 Do you have United States citizenship? \_\_\_\_\_

**Note:** If under 18, proof of age and a work permit must be provided.

Do you have authorization from the Immigration & Naturalization Service to work in the U.S. \_\_\_\_\_

Can you with or without reasonable accommodation perform the essential functions of this position? \_\_\_\_\_

If with please explain: \_\_\_\_\_

Type of Work Preferred: \_\_\_\_\_

Do you want full-time employment?	Will you accept part-time?	Rate of Pay Expected
___ Yes ___ No	___ Yes ___ No	\$ _____

Have you ever applied at VanDrie? \_\_\_\_\_ Have you ever worked for VanDrie? \_\_\_\_\_

If yes, list dates: \_\_\_\_\_ If yes, list dates: \_\_\_\_\_

Are you related to an employee of VanDrie? \_\_\_\_\_ Name \_\_\_\_\_

Have you received any job-related training in the United States Military? \_\_\_\_\_

If yes explain: \_\_\_\_\_

## VanDrie Employment Application

### Education

High School \_\_\_\_\_

College \_\_\_\_\_

City, State \_\_\_\_\_

City, State \_\_\_\_\_

Grade Completed \_\_\_\_\_

Date Degree /Received/Expected \_\_\_\_\_

Course of Study \_\_\_\_\_

Please list any academic honors,  
scholarships, offices held, ect.

Describe any specialized training,  
apprenticeships, licenses or skills.

Do you speak more than one language fluently?

Which ones: \_\_\_\_\_

Can you work in a non-smoking environment? \_\_\_\_\_

Do you have any commitments or agreements  
that might affect your employment with VanDrie's? \_\_\_\_\_

Are you willing to undergo a drug screen? \_\_\_\_\_

Have you ever been terminated or asked to resign  
from a job? If yes, please explain: \_\_\_\_\_

Can you work weekends and evening shifts? \_\_\_\_\_

On what date would you be available to work? \_\_\_\_\_

Please provide any other information that you feel will help us  
in considering your application for employment? \_\_\_\_\_

### *Begin with your present or last work experience*

#### Former Employer:

Company \_\_\_\_\_

From \_\_\_\_\_

To \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Last Position Title \_\_\_\_\_

Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Supervisor \_\_\_\_\_

Hours worked / week \_\_\_\_\_

Duties, Responsibilities \_\_\_\_\_

Number of employees \_\_\_\_\_

Phone Number \_\_\_\_\_

you supervised \_\_\_\_\_

My initials \_\_\_\_\_ permit you to talk to this employer

## VanDrie Employment Application

**Former Employer:**

Company _____	From _____	To _____	
Address _____	City _____	State _____	Zip _____
Last Position Title _____		Salary _____	
Reason for Leaving _____			
Supervisor _____		Hours worked / week _____	
Duties, Responsibilities _____ _____			
Number of employees _____		Phone Number _____	
you supervised _____			
My initials _____ permit you to talk to this employer			

**Former Employer:**

Company _____	From _____	To _____	
Address _____	City _____	State _____	Zip _____
Last Position Title _____		Salary _____	
Reason for Leaving _____			
Supervisor _____		Hours worked / week _____	
Duties, Responsibilities _____ _____			
Number of employees _____		Phone Number _____	
you supervised _____			
My initials _____ permit you to talk to this employer			

**Additional Job History**


**Personal References**

Name	Address	Phone Number	Relationship	Years Acquainted

**Do you have experience in the following?**

_____ Record keeping	_____ Accounts Receivable	_____ Accounts Payable
_____ 10-key calculator	_____ Cash Register	_____ Typing - Speed _____
_____ Phones	_____ Computers	_____ Window applications
_____ Truck - What size? _____	_____ How many gears? _____	

## VanDrie Employment Application

### \* PLEASE READ CAREFULLY BEFORE SIGNING\*

I hereby certify that all of the information provided by me in this application is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by VanDrie's that such employment with VanDrie's is at will, for no specified duration and may be terminated by either VanDrie's or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of VanDrie's representatives used during the process is deemed a contract of employment, real or implied. I also understand that no representative of VanDrie's, except the President, has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and the agreements must be in writing and signed by the President of VanDrie Employment LLC.

In consideration for employment with VanDrie's, if employed, I agree to conform to the rules, regulations, policies and procedures of VanDrie's at all times and understand that such obedience is a condition of employment. I understand, due to the nature of VanDrie's business, attendance and punctuality are considered essential requirements of every job at VanDrie's and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with VanDrie's, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results, refusal to take or refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to VanDrie's and its representatives or agent. I release parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period, I must fill out and submit a new application.

**By signing below, I acknowledge that I have read, understood and agree to the above statement:**

Signature \_\_\_\_\_

Date \_\_\_\_\_