

# Application for Employment



**Vivolac Cultures Corp.** offers equal employment opportunities to all persons without regard to race, religion, age, sex, sex orientation, color, national origin, ancestry, disability, uniformed service, union or other legally protected status. No question on this application is intended to secure information to be used to discriminate on these bases. Therefore, please limit your responses to the questions asked and do not volunteer information regarding any of the above listed classifications or any participation or membership in professional, civic, political, volunteer, or other groups, committees or organizations that would indicate membership in such classifications.

Please carefully read all the questions and clearly print in ink, your answers in the spaces provided. If you need more space, use the back of the form. If you do not understand a question, please ask for an explanation. Answer all questions, fully, honestly and completely. Do not leave any questions blank. If the question does not apply to you, print N/A (which means "not applicable"). Failure to follow these instructions will be considered in making employment decisions. Any false, misleading or incomplete answers may result in immediate disqualification of considerations for employment or termination of subsequent employment.

The use of this form does not mean there are positions open and does not obligate **Vivolac Cultures Corp.** in any way. Your employment application will be considered active for thirty (30) days. You must reapply if you wish to be considered for employment beyond this period of time.

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*  
*City* *State* *ZIP Code*

Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Pay: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Full Time  Part Time  Other  If other than full time, specify days and hours: \_\_\_\_\_

Relatives employed by us? YES  NO  Name / Department \_\_\_\_\_

Have you ever worked for Vivolac Cultures Corp.? YES  NO  If yes, when? \_\_\_\_\_

Position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_

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

Do you have, or will have at the beginning of your employment (if hired), the legal right to remain and to work in the United States? YES  NO  If No, explain: \_\_\_\_\_

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

Do you have any personal issues that would affect your employment with us? YES  NO  If yes, explain: \_\_\_\_\_

If you are under 18, do you have a work permit? YES  NO  If yes, explain: \_\_\_\_\_

Are you planning to be unavailable for more than 1 week in the next 6 months? YES  NO  If yes, explain: \_\_\_\_\_

Regular, predictable attendance is an essential function of all jobs at **Vivolac Cultures Corp.** Will you be able to satisfy this function? YES  NO  If no, explain: \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodation? YES  NO

Please ask for a description of essential functions if you are not clear.

If asked, would you be willing to describe or demonstrate how you would perform these functions? YES  NO

Can you obtain reliable transportation to work assignments? YES  NO  If no, explain: \_\_\_\_\_

Are you available to work any day of the week? YES  NO  If no, explain: \_\_\_\_\_

Are you available to work overtime? YES  NO  If no, explain: \_\_\_\_\_

**Education**

**High School:** Address: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**College:** Address: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**Other:** Address: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**Professional References**

Please list three professional references no personal references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_

### Employment History

**STARTING WITH THE PRESENT OR THE MOST RECENT EMPLOYER**, list **ALL** previous employers. Include self-employment, military service, summer, and part-time jobs of any duration. If you need more space, continue on the back of this form or on a separate sheet. **COMPLETE ALL INFORMATION, EVEN IF A RESUME IS ATTACHED**

Company: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_  
 Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
 May we contact your previous supervisor for a reference?      YES      NO  
         

Company: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_  
 Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
 May we contact your previous supervisor for a reference?      YES      NO  
         

Company: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_  
 Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
 May we contact your previous supervisor for a reference?      YES      NO  
         

Company: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_  
 Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
 May we contact your previous supervisor for a reference?      YES      NO

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_  
 If other than honorable, explain: \_\_\_\_\_

### Applicant Authorization and Certification

*I hereby voluntarily, in connection with this application, authorize all corporations, companies, educational institutions, persons, police department or law enforcement agencies, military services, former employers and anyone else **Vivolac Cultures Corp.** deem appropriate to contact with regard to this application to release information they may have about me (including but not limited to information relating to my dates of employment, job titles, employment applications, performance evaluations, wage or salary history, disciplinary actions, attendance records, and reason for leaving), to **Vivolac Cultures Corp.** or its agents, and I release them and **Vivolac Cultures Corp.** and its agents from any and all liability for disclosing and/or reviewing such information. I understand that any information acquired may be disclosed to supervisory personnel within **Vivolac Cultures Corp.** and/or others who, in the sole judgment of **Vivolac Cultures Corp.** may have a legitimate interest in such information.*

*I understand that nothing contained in this application or in the granting of an interview creates a contract between **Vivolac Cultures Corp.** and me either for employment or for the providing of any benefits. No promises regarding employment have made to me, and I understand that no such promise or guarantee is binding upon **Vivolac Cultures Corp.** unless made in writing by the President of **Vivolac Cultures Corp.** I understand that, if I am hired, I will be an at-will employee, which means that either I or **Vivolac Cultures Corp.** may terminate the employment relationship at any time, with or without cause or notice. I understand that only the President of **Vivolac Cultures Corp.** has the right to modify the at-will nature of the employment relationship and that such modification, if made, must be in written document signed by the President and me.*

*I understand that any offer of employment is contingent on the information contained in my criminal history report(s) and the results of any pre-employment drug and/or alcohol screen that may be required by **Vivolac Cultures Corp.***

*I hereby certify that all statements made by me on this application are true and complete to the best of my knowledge, and I have withheld nothing that would affect this application unfavorably. I understand that false misleading or incomplete information given on this application or in any subsequent interview(s) may result in immediate disqualification of consideration for employment or termination of subsequent employment.*

**I HAVE CAREFULLY READ OVER THIS ENTIRE APPLICATION FOR EMPLOYMENT AND UNDERSTAND FULLY ALL OF ITS CONTENTS AND INSTRUCTIONS.**

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

## Consent to Perform Criminal History/Background Check In Compliance with the FCRA (Fair Credit Reporting Act)

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

Maiden or other name(s) used in any and all other records of birth or records of residence.

\*Address: \_\_\_\_\_ Apartment or #: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\*\*Date of Birth: \_\_\_\_\_ Social Security Number \_\_\_\_\_ \*\*Gender: \_\_\_\_\_ \*\*Race: \_\_\_\_\_

\*AS SHOWN ON THE ORIGINAL APPLICATION

\*\*TO BE USED FOR CRIMINAL HISTORY CHECKS ONLY AND NOT A PART OF THE PERSONNEL FILE.

I, \_\_\_\_\_, am an applicant for employment / volunteerism with Vivolac Cultures Corporation and have been advised that as a part of the application process, the company conducts a criminal history background check. I do hereby consent to the company use of any information provided during the application process in performing the criminal history check. The company has informed me that I have the right to review and challenge any negative information that would adversely impact a decision to offer employment / volunteerism. In addition, I have been informed that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of the company. Under the Fair Credit Reporting Act, I have been advised that upon request I will be provided the name, address and telephone number of the reporting agency as well as the nature, substance and source of all information.

The following are my responses to questions about my criminal history (if any).

1. \_\_\_ Yes \_\_\_ No Have you ever been convicted or plead guilty before a court for any federal, state or municipal criminal offense? (Exclude minor traffic misdemeanors).  
If yes, please provide details below.

State: \_\_\_\_\_ County: \_\_\_\_\_ Date of Offense: \_\_\_/\_\_\_/\_\_\_

Details of Conviction:

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2. \_\_\_ Yes \_\_\_ No Have you ever received deferred adjudication or similar disposition for any federal, state or municipal offense?  
If yes, please provide details below.

State: \_\_\_\_\_ County: \_\_\_\_\_ Date of Offense: \_\_\_/\_\_\_/\_\_\_

Details of Conviction:

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3. \_\_\_Yes\_\_\_No Have you ever received probation or community supervision for any federal, state or municipal offense?

State: \_\_\_\_\_ County: \_\_\_\_\_ Date of Offense: \_\_\_/\_\_\_/\_\_\_

Details of Conviction:

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\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# Equal Employment Opportunity Form

DATE: \_\_\_\_\_

## Applicant Information

Full Name: \_\_\_\_\_

*Last**First**M.I.*

Address: \_\_\_\_\_

*Street Address**Apartment/Unit #**City**State**ZIP Code*

Home Phone: (    ) \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

## Voluntary Information

*This information is being requested in accordance with federal regulations. The information is voluntary and will not be used when considering you for employment with our company.*

### Racial or Ethnic Group

- American Indian/Alaskan     Asian/Pacific Islander     Black/African American  
 Hispanic/Latino     White/Caucasian     Other

### Gender

- Female     Male

### Military Service

- Pre-Vietnam Era     Vietnam Era  
 Post-Vietnam Era     Disabled Veteran

### How did you hear about this position?

- Newspaper     Company Employee     Professional Publication  
 Job Fair     Placement Office     Web Site  
 Other \_\_\_\_\_