



# Application for Employment

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 575-748-1241 • FAX 575-736-1376  
 hr@pvt.com • www.pvt.com

Position Applied For			Application Date		
Name	Last	First	Middle		
Address	Street		City	State	Zip Code
Email Address	Home Ph		Cell Ph		

What is your desired salary range or hourly rate of pay? \$ \_\_\_\_\_ per \_\_\_\_\_

Would you accept full-time work?  Yes  No      Would you accept part-time work?  Yes  No

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

Best time to call you is \_\_\_\_\_ : \_\_\_\_\_  AM  PM     Home  Cell

How were you referred to PVT? \_\_\_\_\_

Have you submitted an application here before?     Yes  No      If yes, please give date(s) and position(s): \_\_\_\_\_

Have you ever been employed here?  Yes  No    If yes, please give dates: \_\_\_\_\_

Are you related to any current PVT employees and/or directors?  Yes  No    If yes, name and relationship: \_\_\_\_\_

If you are under 18 years old, can you provide a work permit if required?  Yes  No

Are you legally eligible for employment in the United States? (If yes, proof is required if hired.)  Yes  No

Will you travel if required?  Yes  No      Will you work overtime if required?  Yes  No      If no, please explain why

\_\_\_\_\_

Have you ever been bonded?  Yes  No

Do you have a current driver's license?  Yes  No      Number \_\_\_\_\_ State \_\_\_\_\_

Have you entered into an agreement with any former employer or other party (such as a non-compete/non-solicitation agreement) that might, in any way, restrict your ability to work for PVT?  Yes  No      If yes, please explain:

\_\_\_\_\_

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

If yes, please provide date(s) and details: \_\_\_\_\_

NOTE: Answering "yes" to the previous question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into consideration.

# Employment History

Starting with your most recent employer, provide the following information:

Employer	Telephone #	Dates employed: Month Year to Month Year
Street address City State		Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Starting job title/final job title		Commision/Bonus/Other Compensation \$ _____
Immediate supervisor and title (for most recent position held)/contact name	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Why did you leave?		Commision/Bonus/Other Compensation \$ _____
Summarize the type of work performed and job responsibilities		
What did you like most about your position?		
What were the things you liked least about the position?		
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Summarize the type of work performed and job responsibilities		
What did you like most about your position?		
What were the things you liked least about the position?		

## Employment History (Continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability. \_\_\_\_\_

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If not addressed on previous page, have you ever been fired or asked to resign from a job?  Yes  No

If yes, please explain: \_\_\_\_\_

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## Skills and Qualifications

Summarize any training, skills, licenses and/or certifications that may assist you in performing the position for which you are applying: \_\_\_\_\_

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Computer Skills (Check appropriate boxes. Included software titles and years of experience.)

Word Processing \_\_\_\_\_ Years \_\_\_\_\_  Internet \_\_\_\_\_ Years \_\_\_\_\_

Spreadsheet \_\_\_\_\_ Years \_\_\_\_\_  Other \_\_\_\_\_ Years \_\_\_\_\_

Presentation \_\_\_\_\_ Years \_\_\_\_\_  Other \_\_\_\_\_ Years \_\_\_\_\_

Email \_\_\_\_\_ Years \_\_\_\_\_  Other \_\_\_\_\_ Years \_\_\_\_\_

## Educational Background

**High School:** \_\_\_\_\_ Location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

**College:** \_\_\_\_\_ Location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

**Graduate School:** \_\_\_\_\_ Location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

**Vocational Training/Other:** \_\_\_\_\_ Location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

**Continuing Education:** \_\_\_\_\_

## References

List names and telephone numbers of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to You	Telephone	Years Known

## Related Information

### To what job-related organizations (professional, trade, etc.) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.

Organization	Offices Held

### List special accomplishments, publications, awards, etc.

Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.

### Is there any other job-related information you want us to know about you?

## Applicant Statement

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

If hired, I agree to conform to the Company's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment either express or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the Company's discretion.

I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the Company. I understand that no Company representative, other than its General Manager/CEO, and then only when in writing and signed by the General Manager/CEO, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, résumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives for seeking, gathering and using truthful and nondefamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 30 days. 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 necessary for me to reapply and fill out a new application.

I also understand that, if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States as required by federal immigration laws.

This Company does not tolerate unlawful discrimination or harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local law. No question on this application is used to limit or exclude an applicant from employment consideration on any basis prohibited by applicable federal, state or local law.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department. We are an equal opportunity employer.**