



# Van Metre Companies Employment Application

(Please Print Clearly)

**PERSONAL**

Date of Application \_\_\_\_\_

**Name** \_\_\_\_\_  
Last First Middle

**Address** \_\_\_\_\_  
Street City State Zip

**Social Security Number** \_\_\_\_\_ **Age (if under 19)** \_\_\_\_\_

**Home Phone Number** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

Are you legally eligible for employment in the United States? \_\_\_\_\_

(Proof of U.S Citizenship or immigration status will be required upon employment)

Position (s) Desired: \_\_\_\_\_

Salary Desired: \_\_\_\_\_ Date Available to Start Job: \_\_\_\_\_

Type of Employment Desired:  **Full Time**  **Part Time**

If Part time, specify days and hours desired: \_\_\_\_\_

Have you ever applied to our company before?  **Yes**  **No**

Have you ever worked for our company before?  **Yes**  **No**

If your answer to either of the above questions is **Yes**, state when and where you applied and/or worked. \_\_\_\_\_

Do you have a commitment to another employer? (i.e., employment contract, layoff/recall status) \_\_\_\_\_

Have you ever been convicted of any crime (excluding minor traffic violations) but including  
DWI?       **Yes**       **No**

(Conviction will not necessarily disqualify an applicant from employment)

If **yes**, state offense, location, date and disposition. \_\_\_\_\_

If you submit a resume instead of completing the **EDUCATION & EMPLOYMENT HISTORY**  
sections, initial here that the information on your resume is complete and accurate \_\_\_\_\_  
and attach a copy to this application form.

**EDUCATION**

Name & Location	Dates	Graduate?	Courses Studied
High School	From:	<input type="checkbox"/> <b>Yes</b>	Diploma:
	To:	<input type="checkbox"/> <b>No</b>	
College	From:	<input type="checkbox"/> <b>Yes</b>	Diploma:
	To:	<input type="checkbox"/> <b>No</b>	
Other	From:	<input type="checkbox"/> <b>Yes</b>	Diploma:
	To:	<input type="checkbox"/> <b>No</b>	

If you did not graduate High School state the highest grade completed

Describe any specialized training, apprenticeship, coursework, or additional education  
information you feel is pertinent to the job for which you are applying:

**EMPLOYMENT HISTORY**

List names of employers, assignments or volunteer activities, starting with the most recent, including military experience. If additional space is needed, please feel free to use the back of this sheet.

Employer \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Job Title \_\_\_\_\_ Salary \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

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

Duties included \_\_\_\_\_

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Employer \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Job Title \_\_\_\_\_ Salary \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

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

Duties included \_\_\_\_\_

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Employer \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Job Title \_\_\_\_\_ Salary \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

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

Duties included \_\_\_\_\_

**A.G. Van Metre Services, Inc.** reserves the right to contact any of the employers you have listed above, unless you indicate below those you do not want us to contact.

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**SPECIAL SKILLS AND QUALIFICATIONS**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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**REFERENCES**

Give three references, not relatives or former employers.

Name	Address	Phone	Years Known
Name	Address	Phone	Years Known
Name	Address	Phone	Years Known

**Equal Employment Opportunity-** A.G. Van Metre Services, Inc. is an equal opportunity employer. We do not discriminate against applicants or employees on the basis of race, color, religion, sex, national origin, marital status, veteran status, or handicap unrelated in nature and extent to the ability to perform job duties. This policy of nondiscrimination extends to all terms, conditions, and privileges of employment and to all personnel actions.

**AFFIDAVIT**

I certify that the answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview (s) may result in discharge. I authorize A.G. Van Metre Services, Inc. to contact my former employers and references listed on this application, and I authorize such individuals and organizations to release information as requested by A.G. Van Metre Services, Inc. I also understand that, if employed, I am required to abide by all rules and regulations of A.G. Van Metre Services, Inc.

I understand that this application of employment shall be considered active for a period of time not to exceed thirty (30) days. If I desire to be considered for employment beyond this time period, I should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, my employment relationship with A.G. Van Metre Services, Inc. is of an "at will" nature, which means that I, as an employee, may resign at any time and that A.G. Van Metre Services, Inc., as employer, may discharge any employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of A.G Van Metre Services, Inc.

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Applicant's Signature

Date

**CRIMINAL HISTORY RECORD CHECK/CREDIT CHECK/DRIVING RECORD**

All new employees will be required to complete and sign a **CRIMINAL HISTORY RECORD REQUEST**. These Criminal History Checks will be processed through First American Registry. In addition, a credit report will be run on all new employees in certain accounting, bookkeeping, payroll, and managerial positions through Equifax, P.O. Box 105835, Atlanta, GA, 30348. The Human Resources Director at the Burke office will run this report. Finally, if a new employee will be required to drive a company vehicle, a copy of their driving record will be required. All offers of employment will be contingent upon the information contained in the aforementioned reports. Please sign below to allow the Human Resources Director to run the reports indicated above.

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Applicant's Signature

Date