

Application for Employment – Shen-Paco Industries Inc.

We are pleased that you are seeking employment with **Shen-Paco Industries Inc.** Applicants for employment are considered without regard to race, color, religion, sex, age, sexual orientation, national origin, or any other factors prohibited by local, state, or federal law. We are proud to be an Equal Opportunity Employer.

Applicants with disabilities may be entitled to reasonable accommodation under the ADA and related state laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing an undue hardship on the company. Please contact **Robin Heatwole** at r.heatwole@shen-paco.com or 540-477-2049 if you need assistance completing any forms or to otherwise participate in the application process.

This employment application does not create a contract or offer of employment. If hired, employment with the company will be on an at-will basis and can be terminated at the will of either you or the company.

Please be advised, this application for employment is only good for **30 days** from the date received by the Company. Consideration of employment after 30 days requires submission of a new application.

Personal Information

First Name Middle Last Phone Number

Street Address City State Zip Code

Email Address Best time to call

Please list all names you have used in the past: _____

For purposes of compliance with Section 40.1-11.1 of the Code of Virginia, are you legally eligible for employment in the United States? Yes No

Have you ever been employed by our Company? Yes, dates of employment: _____ No

How did you hear about our company and/or this job opening? _____

Name of employee who referred you to this position: _____

Have you ever applied for employment at our Company? Yes, dates applied: _____ No

Do you have any friends or relatives employed by this company? Yes No

If yes, please provide their names and relationship to you: _____

Employment Desired

Position applying for: _____

Date Available: _____ Salary Desired: \$ _____ per _____

Are you interested in Full-Time Part-Time Volunteer

What days and hours are you available to work? _____

Are you willing and available to work:

On Weekends? Yes No

Overtime? Yes No

Education

List your education history **starting with your highest level of education**. Attach a separate sheet if necessary. You must complete this section even if attaching a resume.

Institution #1

Institution Name

From _____ *to* _____ *Did you graduate. Yes / No* _____ *Diploma / Degree:* _____

Institution #2

Institution Name

From _____ *to* _____ *Did you graduate. Yes / No* _____ *Diploma/ Degree:* _____

Experience

List present and past employment starting with your **most recent** employer (last 15 years is sufficient). Attach separate sheet if necessary. You must complete this section even if attaching a resume.

Employer #1

Employer Name _____ *Phone Number* _____

Type of Business _____ *Your Supervisor's Name* _____

Street Address _____ *City* _____ *State* _____ *Zip Code* _____

Dates of Employment: _____
From _____ *To* _____

Current Employer? Yes No May we contact this employer for a reference? Yes No

Your position & duties

Your reason for leaving

Employer #2

Employer Name

Phone Number

Type of Business

Your Supervisor's Name

Street Address

City

State

Zip Code

Dates of Employment:

From

To

May we contact this employer for a reference? Yes No

Your position & duties

Your reason for leaving

Employer #3

Employer Name

Phone Number

Type of Business

Your Supervisor's Name

Street Address

City

State

Zip Code

Dates of Employment:

From

To

May we contact this employer for a reference? Yes No

Your position & duties

Your reason for leaving

References

Please list three (3) individuals **who are not related to you** and have knowledge of your work performance and work experience, preferably former co-workers:

Reference #1

_____	_____
<i>Reference Name</i>	<i>Phone Number</i>
_____	_____
<i>Company</i>	<i>Position</i>

Reference #2

_____	_____
<i>Reference Name</i>	<i>Phone Number</i>
_____	_____
<i>Company</i>	<i>Position</i>

Reference #3

_____	_____
<i>Reference Name</i>	<i>Phone Number</i>
_____	_____
<i>Company</i>	<i>Position</i>

Skills and Qualifications

Do you have any licenses, skills, training or awards that are relevant to the job for which you are applying?

Do you speak, write or understand any foreign languages? Yes No

Can you perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, please describe the functions that cannot be performed:

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Can you meet the attendance requirements of this job? Yes No

APPLICANT'S CERTIFICATION AND SIGNATURE

Please read carefully, initial each paragraph and sign at the bottom of the page.

_____ I understand that, if hired, I will be required to provide proof of my legal authorization to work in the United States.

_____ I certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the information provided by me on this application are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I authorize the Company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment. I further authorize the references I have listed to disclose to the Company all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I release the Company, my former employers and other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in this application, or conveyed during any interview which may be granted, or during my employment, if hired, is intended to create an employment contract between Shen-Paco and me. In addition, I understand and agree that if I am employed, my employment is at will and is for no definite or determinable period and may be terminated at any time, with or without prior notice, or with or without cause, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the Company unless made in writing and signed by me and the Company's designated representative.

_____ I understand that, in connection with my application for employment, Shen-Paco will obtain multiple background investigations that may contain information as to my character, general reputation, personal characteristics, and mode of living. Such reports may include or consist of my driving history obtained from the Department of Motor Vehicles. I further understand that any job offer extended by the Company is contingent upon receipt of a favorable driving record and investigative background reports about me.

_____ I understand that in connection with my application for employment, depending upon the position for which I have applied, any offer of employment is conditioned upon my taking and passing a post-offer/pre-employment drug test. I understand that I may refuse to take any required pre-employment drug test, but that if I do, any offer of employment will be immediately withdrawn.

_____ **I HAVE READ THE ABOVE PARAGRAPHS, UNDERSTAND THEIR IMPORTANCE AND EFFECT UPON MY EMPLOYMENT, AND ACCEPT SAME AS CONDITIONS OF MY EMPLOYMENT WITH COMPANY.**

This application, when completed and signed, becomes the property of Shen-Paco Industries Inc.

Applicant Signature

Date

Print Name

Shen-Paco Industries, Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.