



## VRC Metal Systems Employment Application

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

Applying for: \_\_\_\_\_ Date Available: \_\_\_\_\_

Desired Pay Range: \_\_\_\_\_

### Contact Information

Current Address:

\_\_\_\_\_

Permanent Address (If Different than Current Address):

\_\_\_\_\_

Current Phone #: \_\_\_\_\_  Mobile  Home

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

### Work Eligibility

Do you possess a valid U.S. driver's license?  Yes  No State: \_\_\_\_\_ License #: \_\_\_\_\_

Are you legally authorized to be employed in the United States?  Yes  No

If you are selected for employment, are you:           Willing to submit to a background check?  Yes  No  
   Willing to submit to a drug test?  Yes  No

### Education Information

For the following information, you may attach a resume or CV and state "**See Resume**" if all the requested information is included in that resume. Please indicate the highest year completed in the Degree Received column if you did not graduate.

	School Name, City, and State	Course of Study/Major	Graduated?		Degree Received
<b>High School</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> In Progress	
<b>Higher Education</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> In Progress	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> In Progress	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> In Progress	
<b>Other</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> In Progress	



**Employment History**

List **ALL** work experience, beginning with your most current or most recent position. Use additional paper if needed.

Company Name: \_\_\_\_\_ Employed From: \_\_\_\_\_ to \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Name & Title of Immediate Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Final Wage/Salary: \_\_\_\_\_

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

May We Contact this Employer?  Yes  No

Company Name: \_\_\_\_\_ Employed From: \_\_\_\_\_ to \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Name & Title of Immediate Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Final Wage/Salary: \_\_\_\_\_

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

May We Contact this Employer?  Yes  No

Company Name: \_\_\_\_\_ Employed From: \_\_\_\_\_ to \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Name & Title of Immediate Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Final Wage/Salary: \_\_\_\_\_

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

May We Contact this Employer?  Yes  No

**Certifications**

Please list certifications you currently hold.

Certification	Expiration Date

## Equal Employment Opportunity and Affirmative Action Statement of Policy

### 41 C.F.R. 60-741.44(a)

It is the policy of VRC Metal Systems not to discriminate or allow the harassment of employees or applicants on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law with regard to any employment practices, including recruitment, advertising, job application procedures, hiring, upgrading, training, promotion, transfer, compensation, job assignments, benefits and/or other terms, conditions, or privileges of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. This policy applies to all jobs at the Company. The Company will continue to take affirmative action to ensure that individuals are employed, and that employees are treated during employment, without regard to their sex, gender identity, sexual orientation, race, physical or mental disability, protected veteran status, or any other characteristic protected by law in all employment practices as follows:

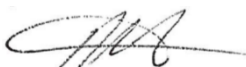
Employment decisions at the Company are based on legitimate job-related criteria. All personnel actions or programs that affect qualified individuals, such as employment, upgrading, demotion, transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, are made without discrimination because of any basis protected by law. Employees may choose to voluntarily disclose their sex, race, national origin, disability and protected veteran status at any time by contacting Human Resources.

Such information will be maintained in a confidential manner and will not be used against an individual when making any employment decisions. Employees and applicants with disabilities and disabled veterans are encouraged to inform Human Resources if they need a reasonable accommodation to perform a job for which they are otherwise qualified. The Company makes, and will continue to make, reasonable accommodations to the known physical or mental limitations of an otherwise qualified applicant or employee to promote the employment of qualified individuals with disabilities and disabled veterans, unless such accommodations would impose an undue hardship on the operations of the Company's business.

VRC Metal Systems is fully committed to principals of equal employment opportunity and affirmative action. As Chief Executive Officer, I support the successful implementation of the Company's Affirmative Action Programs. I have appointed Anjelica Sasse, Affirmative Action Officer for the Company, with responsibility for implementation of the Company's affirmative action activities. The Affirmative Action Officer has the full support of top management and the staff necessary to fully implement this Program. All managers and supervisors will take an active part in the Company's AAP to ensure all qualified employees and prospective employees are treated in a non-discriminatory manner with respect to all employment decisions. Furthermore, VRC Metal Systems will solicit the cooperation and support of all employees for the Company's Equal Employment Opportunity and Affirmative Action Policy.

Our Affirmative Action Programs include an audit and reporting system, which, among other things, uses metrics and other information to measure the effectiveness of our Program. The Affirmative Action Officer has been assigned responsibility for periodically reviewing progress in the compliance and implementation of our policy of affirmative action. In accordance with public law, the Company's program of affirmative action for qualified individuals with disabilities and the program of affirmative action for protected veterans are available for inspection in the Human Resources Department, Monday through Friday, from 8:00 a.m. to 5:00 p.m. upon request.

In addition, employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may have engaged in, filing a complaint, assisting or participating in an investigation, compliance review hearing, or other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, Executive Order 11246, and/or any other federal, state or local law or regulation regarding Equal Employment Opportunity, opposing any act or practice made unlawful, or exercising any other right protected by such laws or regulations or exercising any other right protected by such laws or regulations. VRC Metal Systems will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.



Rob Hrabe  
Chief Executive Officer



# This Organization Participates in E-Verify

# Esta Organización Participa en E-Verify



This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

## **E-Verify Works for Everyone**

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU..

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

## **E-Verify Funciona Para Todos**

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

**888-897-7781**

**[dhs.gov/e-verify](https://dhs.gov/e-verify)**



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English / Spanish Poster

**Please read carefully before signing.**

It is the policy of VRC Metal Systems, LLC (hereinafter referred to as VRC) not to discriminate or allow the harassment of employees or applicants on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law with regard to any employment practices, including recruitment, advertising, job application procedures, hiring, upgrading, training, promotion, transfer, compensation, job assignments, benefits and/or other terms, conditions, or privileges of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. This policy applies to all jobs at VRC. VRC will continue to take affirmative action to ensure that individuals are employed, and that employees are treated during employment, without regard to their sex, gender identity, sexual orientation, race, physical or mental disability, protected veteran status, or any other characteristic protected by law in all employment practices

I understand that neither the completion of this application, nor any other part of my consideration for employment, establishes any obligation for VRC to hire me. If I am hired, I understand that either VRC or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of VRC has the authority to make any assurance to the contrary.

I understand that VRC is a federal contractor and participates in E-Verify, knowing that they will provide the federal government my Form I-9 information to confirm that I am authorized to work in the United States. If E-Verify cannot confirm that I am authorized to work, VRC is required to give me written instructions and an opportunity to contact the Department of Homeland Security (DHS) or Social Security Administration (SSA) so that I can begin to resolve the issue before VRC can take any action against me, including termination of employment, if an offer of employment has been extended to me. I understand that VRC can only use E-Verify once I have accepted a job offer and completed the Form I-9 within a specified time period.

I attest with my signature below that I have given to VRC true and complete information on this application and in the attached documents, if any. No requested information has been concealed. I authorize VRC to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

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

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