

# Application For Employment



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 info@vbssys.com • www.vbssys.com

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 DD/MM/YYYY

Personal Information			
Name:	_____	_____	_____
	Last	First	Middle
Current Address:	_____		
	_____	_____	_____
	City	State	Zip
Social Security Number	_____ - _____ - _____	Telephone:	_____

Position Applied For: \_\_\_\_\_

Tell Us More About Yourself
1. Is there any information we would need about your name, such as maiden name, for us to be able to check your work record?..... <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please describe: _____
2. How were you referred to Vande Berg Scales? _____
3. Have you ever been convicted of a felony or any serious traffic violation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please describe: _____
4. Approximately how much time have you lost from work in the past two years? _____
5. Have you served in the military services? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when?: _____ List any special skills acquired in the military that may be relevant to the position for which you are applying: _____ _____
6. Please list some of your hobbies and outside interests: _____ _____

Educational History	School Name/Location	Years Completed	Degree
Elementary/Jr. High: _____	_____	_____	_____
High School: _____	_____	_____	_____
Tech Training: _____	_____	_____	_____
College: _____	_____	_____	_____
List any other special training, skills or certificates that you may have that would be helpful in your employment: _____ _____			

**Employment Record**

Please include all employment for the last five years:

Company Name (Current/Most Recent) \_\_\_\_\_ Position Held \_\_\_\_\_  
Address \_\_\_\_\_ Dates Employed: (From-To) \_\_\_\_\_  
Manager/Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_ Wage/Salary \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_

Company Name (Current/Most Recent) \_\_\_\_\_ Position Held \_\_\_\_\_  
Address \_\_\_\_\_ Dates Employed: (From-To) \_\_\_\_\_  
Manager/Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_ Wage/Salary \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_

Company Name (Current/Most Recent) \_\_\_\_\_ Position Held \_\_\_\_\_  
Address \_\_\_\_\_ Dates Employed: (From-To) \_\_\_\_\_  
Manager/Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_ Wage/Salary \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_

*Note: Use a separate sheet to list additional employers, if necessary. We may wish to contact all of the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for exclusion:*

Employer's Name \_\_\_\_\_ Reason \_\_\_\_\_  
Employer's Name \_\_\_\_\_ Reason \_\_\_\_\_

**References**

*Do not include relatives, close friends or employers*

Name \_\_\_\_\_ Occupation \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
\_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
\_\_\_\_\_ Email \_\_\_\_\_

### Work Availability

1. If your application receives favorable consideration, when will you be available to begin work?  
\_\_\_\_\_
2. Do you have any objection to working overtime? .....  YES  NO
3. Can you work overtime without prior notice? .....  YES  NO
4. Can you work on Saturday (Occasionally)? .....  YES  NO
5. Can you work on Sunday (Occasionally)? .....  YES  NO
6. Can you travel if required by this position? .....  YES  NO
7. Are you willing to relocate if necessary? .....  YES  NO

### Salary/Hourly Rate Requirements

If your application receives favorable consideration, what salary/hourly rate would you require?  
\$ \_\_\_\_\_ Per \_\_\_\_\_

### General Information

*Fill this question out only after you understand the job description for which you are applying. If you are unsure, ask the personnel director for an interview before answering.*

Write a brief paragraph on why you feel you would be qualified for this position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vande Berg Scales reserves the right to have any applicant tested for drug use upon request. It may be a requirement for this position.

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

VBS, Inc. is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

I certify that all the foregoing statements are true and I agree that my employment is conditioned on their accuracy. I also agree that falsification of this application may result in termination by the company at any time without liability to me except for such wages or salary as may have been earned.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_  
DD/MM/YYYY