



851 Hemlock Road Morgantown, PA 19543  
www.viwinco.com

**APPLICATION FOR EMPLOYMENT**

**PRE-EMPLOYMENT QUESTIONNAIRE  
EQUAL OPPORTUNITY EMPLOYER**

**DATE** \_\_\_\_\_

|  |                                  |   |                   |             |
|--|----------------------------------|---|-------------------|-------------|
| NAME   |                                  |   | SOCIAL SECURITY # |             |
| LAST   | FIRST                            | M.  | —                 | —           |
| ADDRESS  |                                  | CITY  | STATE             | ZIP CODE    |
| PHONE  | MOBILE OR OTHER PHONE            | ARE YOU EMPLOYED?   |                   | REFERRED BY |
| EMPLOYMENT DESIRED   | DATE AVAILABLE FOR WORK          | WHAT IS YOUR DESIRED SALARY RANGE?  |                   |             |
| ARE YOU A CITIZEN OF U.S.?   | IF NOT, DO YOU HAVE WORK PAPERS? |   |                   |             |
| HAVE YOU EVER PLED "GUILTY" OR "NO CONTEST" TO, OR BEEN CONVICTED OF A CRIME?  |                                  |   |                   |             |
| IF YES, PROVIDE DATES AND DETAILS  |                                  |   |                   |             |
| <i>Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitations and position applied for will be taken into account.</i> |                                  |   |                   |             |
| Have you ever worked for this company?   |                                  | If yes, when? _____   |                   |             |
| Do any of your friends or relatives, other than spouse, work here?   |                                  |   |                   |             |
| Have you ever filed an application with us before?   |                                  | If yes, when? _____   |                   |             |
| Are you available to work, Full-Time:  |                                  | Please select shift preference: 1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> |                   |             |
| Are you currently on "lay-off" status and subject to recall?   |                                  |   |                   |             |
| Best time to contact you? _____  |                                  |   |                   |             |
| How did you learn about us?    ___ Advertisement    ___ Relative    ___ Friend    ___ Other _____  |                                  |   |                   |             |

**SKILLS & QUALIFICATIONS**

SUMMARIZE ANY TRAINING, SKILLS, LICENSES AND / OR CERTIFICATES THAT MAY QUALIFY YOU AS BEING ABLE TO PERFORM JOB RELATED FUNCTIONS IN THE POSITION FOR WHICH YOU ARE APPLYING:

  
  
  

US MILITARY OR NAVAL SERVICE

**REFERENCES** GIVE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

| NAME | ADDRESS & PHONE # | ASSOCIATION | YEARS KNOWN |
|------|-------------------|-------------|-------------|
|      |                   |             |             |
|      |                   |             |             |
|      |                   |             |             |

**EMPLOYMENT HISTORY**

Provide the following information of your past three (3) employers, starting with the most recent.

|  |    |                              |             |
|--|----|------------------------------|-------------|
| FROM   | TO | (1) EMPLOYER                 | TELEPHONE # |
| EMPLOYER ADDRESS   |    |                              |             |
| IMMEDIATE SUPERVISOR   |    | MAY WE CONTACT FOR REFERENCE |             |
| HOURLY RATE OR SALARY Start \$ _____ Final \$ _____              |    | REASON FOR LEAVING           |             |
| Summarize the nature of work performed and job responsibilities: |    |                              |             |
|  |    |                              |             |

|  |    |                              |                         |
|--|----|------------------------------|-------------------------|
| FROM   | TO | (2) EMPLOYER                 | TELEPHONE #<br>(      ) |
| EMPLOYER ADDRESS   |    |                              |                         |
| IMMEDIATE SUPERVISOR   |    | MAY WE CONTACT FOR REFERENCE |                         |
| HOURLY RATE OR SALARY Start \$ _____ Final \$ _____              |    | REASON FOR LEAVING           |                         |
| Summarize the nature of work performed and job responsibilities: |    |                              |                         |
|  |    |                              |                         |

|  |    |                              |                         |
|--|----|------------------------------|-------------------------|
| FROM   | TO | (3) EMPLOYER                 | TELEPHONE #<br>(      ) |
| EMPLOYER ADDRESS   |    |                              |                         |
| IMMEDIATE SUPERVISOR   |    | MAY WE CONTACT FOR REFERENCE |                         |
| HOURLY RATE OR SALARY Start \$ _____ Final \$ _____              |    | REASON FOR LEAVING           |                         |
| Summarize the nature of work performed and job responsibilities: |    |                              |                         |
|  |    |                              |                         |

**EDUCATION HISTORY**

| NAME & LOCATION OF SCHOOL                |  | YEARS ATTENDED | DID YOU GRADUATE | COURSE OF STUDY |
|--|--|----------------|------------------|-----------------|
| HIGH SCHOOL                              |  |                |                  |                 |
| COLLEGE                                  |  |                |                  |                 |
| TRADE, BUSINESS OR CORRESPONDENCE SCHOOL |  |                |                  |                 |

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job for which you are applying, either with or without a reasonable accommodation?

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**AUTHORIZATION**

I certify that the answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period 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, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

Viwinco is an equal employment opportunity employer. It is our policy to provide equal employment opportunities to all qualified persons, and to recruit, hire, train, promote, and compensate persons in all jobs without regard of race, color, religion, gender, national origin, age, disability, or sexual orientation.

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**FOR PERSONNEL DEPARTMENT USE ONLY**

Position(s) Applied For Is Open: \_\_\_\_\_ Arrange Interview: Yes or No

Date of Employment: \_\_\_\_\_ Compensation: \_\_\_\_\_

Interviewer Notes:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name and Title