

EMPLOYMENT APPLICATION



1100 Pershall Road St. Louis, MO 63137
(314) 867-1100

PERSONAL INFORMATION

Name _____ Social Security Number _____

Street Address _____ Apt. No. _____

City _____ State _____ Zip _____ Telephone No. _____

Can present employer be contacted? Yes No

Were you referred by a Valtec employee? If so, whom? _____

For what position or type of work are you applying?

- Machinist Sale / Parts Associate
 Hydraulic Mechanic Office / Accounting Clerk
 Welder

Desired starting pay: \$ _____ per _____

Are you willing to work:

- Full-Time? Yes No Overtime? Yes No
 Part-Time? Yes No

Do you have reliable transportation? Yes No if not, explain _____

When could you begin work? _____

Are you at least 16 years old? Yes No

SKILLS AND EXPERIENCE

Please list any special qualifications, training, education, skills, or experience that you feel warrant consideration by the company. _____

Please list any equipment operating abilities you have which might be useful on the job for which your are applying. _____

EDUCATION

Highest elementary or high school grade completed. _____

Did you graduate from high school? Yes No G.E.D.

Name and location of college, university, business or trade school

	1.		2.	
	Full-time	Part-time	Full-time	Part-time
Full-time or part-time				
Major field of study				
Did You Graduate?				
Hours credit				

WORK EXPERIENCE

1

Name of Present or Last Employer			Type of Business		Address		City	State
Starting Date Month Year		Leaving Date Month Year		Starting Salary	Final Salary	Job Title		Name of Supervisor (Present or last)
Type of Job <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Job Description and Responsibilities							
Were you fired? <input type="checkbox"/> Yes <input type="checkbox"/> No			Explain reasons/circumstances for changing or wanting to change jobs.					
If we contact this employer, would you expect them to say they would rehire you for the position you last held there? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain							Employer's phone number	

2

Name of Next Previous Employer			Type of Business		Address		City	State
Starting Date Month Year		Leaving Date Month Year		Starting Salary	Final Salary	Job Title		Name of Supervisor (Present or last)
Type of Job <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Job Description and Responsibilities							
Were you fired? <input type="checkbox"/> Yes <input type="checkbox"/> No			Explain reasons/circumstances for changing or wanting to change jobs.					
If we contact this employer, would you expect them to say they would rehire you for the position you last held there? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain							Employer's phone number	

3

Name of Next Previous Employer			Type of Business		Address		City	State
Starting Date Month Year		Leaving Date Month Year		Starting Salary	Final Salary	Job Title		Name of Supervisor (Present or last)
Type of Job <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Job Description and Responsibilities							
Were you fired? <input type="checkbox"/> Yes <input type="checkbox"/> No			Explain reasons/circumstances for changing or wanting to change jobs.					
If we contact this employer, would you expect them to say they would rehire you for the position you last held there? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain							Employer's phone number	

4

Name of Next Previous Employer			Type of Business		Address		City	State
Starting Date Month Year		Leaving Date Month Year		Starting Salary	Final Salary	Job Title		Name of Supervisor (Present or last)
Type of Job <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Job Description and Responsibilities							
Were you fired? <input type="checkbox"/> Yes <input type="checkbox"/> No			Explain reasons/circumstances for changing or wanting to change jobs.					
If we contact this employer, would you expect them to say they would rehire you for the position you last held there? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain							Employer's phone number	

LEGAL

Have you ever been convicted of a crime other than a routine traffic violation? Yes No

If yes, date of conviction _____ Please explain _____

SIGNATURE

By signing this application for employment, I certify that I have read and understand all parts of it and certify that I have truthfully and completely answered all questions. I understand that falsification of any of the information given herein or on any other employment form is grounds for immediate termination, regardless of when such falsification may be discovered.

I authorize Valtec Hydraulics, Inc. and its representatives to investigate my education, employment experience, criminal conviction record and all other aspects of my background relevant to my proposed employment, including all statements made by me in my application for employment. I understand Valtec Hydraulics, Inc. may contact the appropriate credit bureau to obtain an investigative consumer report providing information about my character; I understand I may request (in writing from the Personnel Department) a complete and accurate disclosure of information concerning the nature and scope of this report. I also release Valtec Hydraulics, Inc. and its representatives, as well as any person to whom such inquiry is directed, from any liability arising directly or indirectly from any such investigations.

I understand my employment with Valtec Hydraulics, Inc. is for no definite length of time.

I understand my employment may be terminated at any time, with or without cause, at the option of either Valtec Hydraulics, Inc. or myself. I understand that no employee or representative of Valtec Hydraulics, Inc. has any authority to make any agreement which is contrary to the foregoing.

If accepted for employment, I agree to comply with all company policies and procedures, and with all rules and regulations made known at the time of employment or any other time thereafter; and to perform all duties assigned to me to the best of my ability.

Signature _____ Date _____

Thank you for applying.

Valtec Hydraulics, Inc. is an equal opportunity employer. All applications for employment will be considered without regard to race, color, religion, sex, national origin, disability, or age (over the age of 40).

This application will remain active for 45 days. After that time, it must be renewed by the applicant if he/she wishes to be reconsidered for employment.