****

**To be considered for the position**

**for which you are applying,**

**this application should be filled out completely.
The accuracy and completeness of your application could impact our hiring process.**

# 291 Kollen Park Drive · Holland, MI 49423

Phone 616-392-1491

*A Venturedyne, Ltd. Company*

# APPLICATION FOR EMPLOYMENT DATE: Click for date.

Venturedyne Ltd. and Venturedyne, Ltd. Companies (referred to as Venturedyne or the Company hereafter) are Equal Opportunity Employers, dedicated to a policy of non-discrimination in employment. WE SUPPORT THE DRUG FREE WORKPLACE ACT OF 1988. IN SUPPORT OF A SAFE AND SECURE WORKPLACE, WE UTILIZE PRE-EMPLOYMENT DRUG SCREENING AS A PART OF THE EMPLOYMENT PROCESS.

## NAME: Click here to enter text. Click here to enter text. Click here to enter text.

 LAST FIRST MIDDLE

ADDRESS: **Click here to enter text. Click here to enter Click** **Click**

STREET CITY STATE ZIP

## TELEPHONE: HOME Click here to enter text. CELL Click here to enter text.

Are you presently employed? [ ]  Yes [ ]  No What date will you be available? **Click here.**

State the specific position for which you are applying? **Click here to enter text.**

**(*If you use words such as “any”, “anything”, and “all” or omit this question***

 ***your application will not be considered.)***

If hired, could you provide proof of authorization to work in the United States? [ ]  Yes [ ]  No

When completing this section do not disclose information regarding convictions that have been judicially sealed, expunged, eradicated, impounded, or dismissed. Do not disclose information regarding juvenile court convictions or minor traffic violations. A conviction record does not automatically bar you from employment with the Company. All of the job-related circumstances surrounding convictions will be considered.

Have you been convicted of a felony (including pleading guilty or no contest)? [ ]  Yes [ ]  No

Have you been convicted of a misdemeanor (including pleading guilty or no contest)? [ ]  Yes [ ]  No

Are you currently on probation? [ ]  Yes [ ]  No
Is there a court order in effect providing personal restrictions on activities or contact
with other people? [ ]  Yes [ ]  No
Are there any pending matters on which you were arrested? [ ]  Yes [ ]  No

If you answered YES to any of the above questions, please explain completely including nature of crime, date, and state of conviction (attach additional paper if necessary):

**Click here to enter text.**

Have you ever been suspended, placed on probation, or terminated, for attendance, tardiness, or work performance? [ ]  Yes [ ]  No

If YES, please explain (attach additional paper if necessary):

**Click here to enter text.**

Is there anything which would preclude you from or hinder you in any way from performing the essential functions of the job for which you are applying (with or without accommodation)? [ ]  Yes [ ]  No

If YES, please explain:

**Click here to enter text.**

Applying for: [ ]  FULL TIME [ ]  PART TIME [ ]  TEMPORARY [ ]  SUMMER [ ]  INTERN

What days can you work: [ ]  Mon. [ ]  Tue. [ ]  Wed. [ ]  Thu. [ ]  Fri. [ ]  Sat. [ ]  Sun.

What hours are you available to work? **Click here to enter text.**

If necessary, due to occasional workload and commitments to customers, are you available to work holidays or any of the days you did not check above? [ ]  Yes [ ]  No

## Rate of pay expected: Click here to enter text. Per: Click here to enter text.

Please explain what your expected amount of pay is based on:

**Click here to enter text.**

Were you ever employed by Venturedyne or the Company? [ ]  Yes [ ]  No

When? **Click here to enter text.** Where? **Click here to enter text.**

How did you hear about the position? **Click here to enter text.**

List any friends or relatives working for Venturedyne or the Company:

**Click here to enter text.** RELATIONSHIP: **Click here to enter text.**

**Click here to enter text.** RELATIONSHIP: **Click here to enter text.**

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| School Name, City, State | Graduate(Check One) | Number of Years to CompleteEducation | Diploma/Degree | Major or Course of Study | Overall GPA |
| High School\***Click here to enter text.** | [ ]  YES / [ ]  NO | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** |
| College\* | [ ]  YES / [ ]  NO |  |  |  |  |
| Graduate School\* | [ ]  YES / [ ]  NO |  |  |  |  |
| Other\* | [ ]  YES / [ ]  NO |  |  |  |  |
| \* You may be required to supply a transcript for part or all of your schooling**.** |

LIST ANY SPECIAL EDUCATIONAL HONORS, ACHIEVEMENTS, SPECIAL ACTIVITIES, ATHLETICS, OFFICES HELD, ETC…

**Click here to enter text.**

*Note that a**detailed work history will be requested on the next page.*

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| --- | --- | --- | --- |
| WORK REFERENCESName and Occupation: | Company/ Relationship/ Number of Years | Current Contact Information (Company, Address, Etc.) | Phone |
| **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** |
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| Were you in the U.S. Armed Forces? [ ]  Yes[ ]  NoIf YES, what Branch? Dates of Duty: From  To Rank at Discharge: List duties in the service including special training:  |

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| What specific skills, qualifications, or other experiences do you possess that would especially suit the position you are applying for? **Click here to enter text.** |

**PLEASE LIST ALL EMPLOYMENT STARTING WITH PRESENT/MOST RECENT EMPLOYER.**

**FOR EVERY EMPLOYER IN YOUR HISTORY, LIST EVERY POSITION HELD AS WELL AS THE DATES, TOTAL COMPENSATION (SPECIFY BASE AND OTHER PAY), SUPERVISOR, AND JOB RESPONSIBILITIES FOR EACH POSITION HELD AT EACH EMPLOYER.**

*(Include military service where applicable.)*

**A RESUME IS NOT SUFFICIENT**

Present/Most Recent Employer: **Click here to enter text.**

Are you still employed? [ ]  Yes [ ]  No If still employed, may we call this employer? [ ]  Yes [ ]  No

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| **Click here to enter text.** | **Click here to enter text.** |
| Product Line or Description of Business | # of Employees at Location Now |
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| **Click here to enter text.** | **Click here to enter text.** |
| Reason for Leaving or for Considering Leaving | # of Employees at Start of Employment |

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| Position(s) at This Company**List Each Position Held Separately** | From Date / To Date**Month/Day/Year Format** | Begin Salary / End Salary**Specify Base & Other Pay** | Supervisor(s) / Title**List For Each Position Held** |
| **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** |
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Responsibilities for each position held (list separately):

**Click here to enter text.**

**PLEASE CONTINUE PREVIOUS EMPLOYMENT ON THE NEXT PAGE**

**PREVIOUS EMPLOYMENT – CONTINUED**

Previous Employer: **Click here to enter text.**

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| Product Line or Description of Business | # of Employees at Location at Termination |
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**PREVIOUS EMPLOYMENT – CONTINUED**

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**PREVIOUS EMPLOYMENT – CONTINUED**

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Responsibilities for each position held (list separately):

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Previous Employer: **Click here to enter text.**

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Responsibilities for each position held (list separately):

**Click here to enter text.**

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| Have you listed all of the employers you have worked for?[ ]  Yes [ ]  No  ***(If NO, please request additional employment history pages.)*** |

|  |
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| Do you have other sources of income besides the job you are applying for? [ ]  Yes[ ]  NoIf YES, list the other sources of income:**Click here to enter text.** |

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| Have you missed any work during the past 10 years? [ ]  Yes[ ]  NoIf YES, how much and when? **Click here to enter text.**  |

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| Has there been any time in the last 15 years when you were not employed on a full time, 40 hour week basis? [ ]  Yes[ ]  NoIf YES, list dates and what you were doing: **Click here to enter text.**  |

**ADDITIONAL INDIVIDUAL INFORMATION**

Standard application forms are typically rigid and allow you little flexibility to express yourself individually. Yet, the whole point of the procedure focuses on giving you the opportunity to express yourself as the best candidate for the position. Because we want to give you the opportunity to do this, we have gone a step beyond standardization. Completing this section will give you an opportunity to present yourself as a unique individual and perhaps the one most fitted for the position with the Company.

Why are you looking for a new position?

**Click here to enter text.**

How many interviews have you had in the last 2 months? **Click here to enter text.**

What were the results? Why?

**Click here to enter text.**

What did you like most about your last (current) position?

**Click here to enter text.**

What changes would you have made in your last (current) position?

**Click here to enter text.**

Which position in your career have you liked the most? Why?

**Click here to enter text.**

What are the accomplishments in your career? When did these occur?

**Click here to enter text.**

What would you consider to be your major strengths?

**Click here to enter text.**

In what areas would you like to improve?

**Click here to enter text.**

What personal characteristics or experiences do you believe make you particularly qualified for the position you are interested in?

**Click here to enter text.**

What are your future career goals?

**Click here to enter text.**

What interests or activities do you pursue outside of work?

**Click here to enter text.**

Are you willing to relocate now? [ ]  Yes [ ]  No In the future? [ ]  Yes [ ]  No

**Click here to enter text.**

Are you willing to travel? [ ]  Yes [ ]  No
How often?

**Click here to enter text.**

Additional comments:

**Click here to enter text.**

**NOTE TO APPLICANTS: Please read each section below and sign the appropriate line at the end of this application to acknowledge your understanding and acceptance of this information:**

**A.** The facts set forth in my application are true and complete. I agree that any omission or misrepresentation in this application or any other materials or information supplied during the employment process may result in refusal of or separation from employment regardless of when and how it is discovered.

I understand that Venturedyne conducts criminal history investigations. Failure to accurately and thoroughly disclose a criminal record history will be grounds for disciplinary action, including dismissal, at any time after it is discovered. A criminal record will not necessarily disqualify me from employment.

**B.** I hereby authorize Venturedyne to investigate my personal history, to verify or obtain information concerning my employment and education experiences. I understand this may include, but is not limited to, criminal records checks, public court records checks, driving records, summaries and verification of educational records and histories including transcripts and other records, and/or summaries and verification of employment positions held and related duties, military records, last pay rate or salary, work performance, experience, skills, qualifications, compliance with employer or institutional policies, licensing, certification, training, honesty, etc. and I waive any right I may have to have the Company provide a copy of the information they find to me. The information contained in these reports may be obtained by a consumer reporting agency, from private or public records sources including, but not limited to, sources identified by me in my job application, or through interviews or correspondence with my past or present co-workers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances.

**C.** I hereby authorize any individuals, employers, companies, bureaus, private or government agencies, schools or institutions to release such information as Venturedyne requests. This includes my prior employment, performance, and disciplinary records, without any obligation to give me prior notice of any type of such disclosure. I also authorize Venturedyne to release any information (other than consumer credit report information) requested by any of my prospective or subsequent employers without any obligation to give me notice of any type of such disclosure. I hereby release Venturedyne and any and all information sources from any liability whatsoever as a result of inquiries and disclosures.

I further acknowledge that a telephone facsimile (FAX), photographic copy, electronic or scanned version shall be as valid as the original. I waive any right I may have to have Venturedyne provide a copy of the information they acquire to me.

**D.** Should I be employed, I have no objection to signing an employee agreement on confidential information, inventions, and non-competition.

**E.** I understand that the Company reserves the right to require applicants for employment to take a pre-employment drug and alcohol test and that the Company will consider the results in conjunction with my other qualifications. Further, the Company will require a post-offer employment physical to determine that I am able to do the essential functions of the job.

**F.** In consideration of my employment, I agree to conform to the rules and regulations of the Company. I understand that employment at the Company is on an at-will basis and that my employment and compensation can be terminated with or without cause, at any time at the option of either the Company or myself. I understand that no manager or representative of the Company, other than the President, with the approval of the Board of Directors, has any authority to enter into any agreement for employment for any specified period of time, or make any agreement contrary to the foregoing. Furthermore, I understand and agree that any such agreement entered into by the President will not be enforceable unless it is in writing. I understand and agree that any employee handbooks or information I may receive, will not constitute an employment contract, but is merely a source of information and guidance of the Company’s current policies and that the Company has the right to amend its policies at any time with or without advance notice.

DRIVER’S LICENSE # **Click here to enter text.**  STATE: **Click here.**

SOCIAL SECURITY # **If returning via email, enter only the last 4 digits.**

**I have carefully read and understand this notice and authorization form and certify that the information on this application is true and accurate, and, by my signature below, I authorize the release of consumer or investigative consumer reports, as defined above, to Venturedyne or the Company (Thermotron) in conjunction with my employment application and during the entire course of my employment.**

PRINTED FULL NAME: **Click here to enter text.**

SIGNATURE: **Click here to enter text.** DATE: **Click here.**

OR ELECTRONIC SIGNATURE

If this document is submitted electronically, your typed signature shall have the same legal effect as if made under oath.

**If this employment application does not contain a signature above, it will not be considered for employment.**