



Today's Date: \_\_\_\_\_

Position(s) Applying for:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

13861 Rosecrans Ave.  
 Santa Fe Springs, CA 90670  
 Tel: (562) 921-7461 Fax: (562) 926-0521  
 Job Line: Ext

Full Time     Part Time  
 1st Shift     2nd Shift

**AN INCOMPLETE APPLICATION WILL NOT BE ACCEPTED**  
**PLEASE PRINT NAME AS IT APPEARS ON YOUR SOCIAL SECURITY CARD**

**PERSONAL DATA (Please Print)**

Last Name		First Name		Middle
Street Address		Apt. No.	City	State      Zip
Home (    )		E-Mail Address		Have you previously applied before?
Cell (    )				<b>If so when:</b>

Please list last **FIVE** years job experience; list all **Manufacturing** job experience regardless of length of time since employed. Use additional sheets if necessary. Explain any gaps in employment. It is not acceptable to write **See Resume** in any of these spaces. If you need help completing this application, please ask an Employment Services staff person for assistance.

**BEGIN WITH MOST RECENT PERIOD OF EMPLOYMENT.**

Employer		Job Title		Hire Date (MO/YR)	Ending Date (MO/YR)
Street Address		City	State	Duties and Skills	
Phone	Supervisor			Reason for Leaving	
Employer		Job Title		Hire Date (MO/YR)	Ending Date (MO/YR)
Street Address		City	State	Duties and Skills	
Phone	Supervisor			Reason for Leaving	
Employer		Job Title		Hire Date (MO/YR)	Ending Date (MO/YR)
Street Address		City	State	Duties and Skills	
Phone	Supervisor			Reason for Leaving	
Employer		Job Title		Hire Date (MO/YR)	Ending Date (MO/YR)
Street Address		City	State	Duties and Skills	
Phone	Supervisor			Reason for Leaving	
Employer		Job Title		Hire Date (MO/YR)	Ending Date (MO/YR)
Street Address		City	State	Duties and Skills	
Phone	Supervisor			Reason for Leaving	

**REFERENCES**      List Two (2) References (Not Relatives) Who Have Known You For At Least Five (5) Years.

Name	Address	Occupation	Phone Number
Name	Address	Occupation	Phone Number

Type of School	Name and Location of School	Degree/Graduate		Years Completed	Degree Major and/or Games Proficiency
College or University		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Dealer, Trade		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
High School or GED		Yes <input type="checkbox"/>	No <input type="checkbox"/>		

You must answer each question by checking **ONE** box. If additional space is needed you may attach a separate sheet of paper.

- |   |                          |                          |
|---|--------------------------|--------------------------|
|   | Yes                      | No                       |
| 1. Are you at least 18 years of age? (Employment is subject to verification that you meet legal age requirements)   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you legally authorized to work in the United States?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you able to perform the essential duties of the position for which you are applying, either with or without reasonable accommodations?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you previously worked for Vance & Hines? If YES, indicate dates and positions:<br><i>Start Month/Year</i> _____ <i>End Month/Year</i> _____ <i>Position</i> _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you have any relatives or close personal friends who work for Vance & Hines?<br><i>If YES, indicate employee's name and relationship:</i><br><i>Name</i> _____ <i>Relationship</i> _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you ever been convicted of a crime other than a traffic violation?<br><i>(Note: Please exclude misdemeanor convictions for marijuana-related offenses more than two years old; convictions that have been sealed, expunged, or legally eradicated; and a misdemeanor that was judicially dismissed.)</i><br><b>If YES, please explain and state the charge, the court, the date of conviction and the disposition of the case:</b><br>_____ | <input type="checkbox"/> | <input type="checkbox"/> |

**ACKNOWLEDGMENTS AND AGREEMENTS OF APPLICANT**  
**Read, Initial, and Sign Information Below**

1. I hereby authorize Vance & Hines to contact former employers and references and to investigate all statements made by me during the interview or on my application and/or resume. I understand that any acceptance or consideration for employment is predicated upon the truthfulness of the written and verbal statements contained within this application/resume and expressed during the application process. Initial \_\_\_\_\_
2. I hereby acknowledge that my employment is "at will"; that no promise of a specific term of employment has been made by Vance & Hines or its representatives; that I may resign at any time; that Vance & Hines may discharge me at any time, with or without cause, with or without notice, that any assurances of continued employment, whether written or oral, or by conduct, shall not be interpreted as changing the "at will" nature of the employment relationship unless specifically acknowledged in writing and signed by the President of Vance & Hines and Associate General Counsel. Initial \_\_\_\_\_
3. Qualified applicants are considered for employment regardless of age, race, creed, color, religion, national origin, citizenship, ancestry, pregnancy, sex, marital status, physical/mental disability, sexual preference, veteran status or any other protected characteristic. Initial \_\_\_\_\_
4. I acknowledge and agree that I will be subject to drug and alcohol testing as consideration for employment and that on-going and intermittent drug and alcohol testing is required as condition of my employment. Initial \_\_\_\_\_
5. I acknowledge and agree that all offers of employment are conditioned on my providing satisfactory proof of my identity and legal authority to work in the United States and the issuance of a local work permit and/or State license. Initial \_\_\_\_\_
6. I understand and agree that in the event of any issue or dispute between me and Vance & Hines arising under or involving my application for employment, actual employment with Vance & Hines or the termination of employment with Vance & Hines (except for claims for workers' compensation, unemployment insurance, or matters within the jurisdiction of the California Labor Commissioner), the issue shall be submitted to final and binding arbitration, which is explained in more detail in Vance and Hines written Mandatory Arbitration Policy. Initial \_\_\_\_\_
7. I acknowledge and agree that any inaccurate, omitted, or incomplete material information on this employment application, or on any other documentation submitted in connection with this employment, or in connection with any employment related-injury claim, or drug or alcohol tests, or the termination of any work permit or registration, may result in a failure to be hired or immediate termination of employment. Initial \_\_\_\_\_
8. My signature below confirms that I have read all of the above statements, that I understand them, and certify all statements are true and correct. Initial \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_