



**APPLICATION FOR EMPLOYMENT**

**Corporate Mailing Address:**  
 PO Box 973  
 Turlock, Ca 95381  
 (209) 664-3368  
 Email: employment@virtus.com

**We consider applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, citizenship status or any other legally protected status.**

**PLEASE PRINT LEGIBLY AND FILL OUT COMPLETELY**

**Application Date:**

Position Applying For:	Month	Day	Year
------------------------	-------	-----	------

**1. Personal Information**

Last Name:	First Name:	Middle Initial:	Home Phone:
Street Address	City	State	Zip Code
			Cell or Message Phone:
Email Address:	<input type="checkbox"/> Internet Site (Please Specify): _____		<input type="checkbox"/> Newspaper (Please Specify): _____
Best time to contact you at home:	<input type="checkbox"/> Advertisement (Please Specify): _____		<input type="checkbox"/> Employee (Please Specify): _____
Are you at least 18 years of age? Yes/No	<input type="checkbox"/> Agency (Please Specify): _____		<input type="checkbox"/> Other (Please Specify): _____

**2. Preliminary Information**

Have you ever filed an application with us before? Yes/No	If Yes, give date:	What position:
Have you ever been employed by us in any capacity (including Temp, Volunteer, Intern)? Yes/No	If Yes, give date:	What position:
	<i>If placed as a 'Temporary Employee', please give agency:</i>	
Do you have any relatives who work here? (If so please list below) Yes/No	<b>The Company may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest.</b>	
Name/Relationship:	Name/Relationship:	Name/Relationship:
Can you, after employment, submit verification of your legal right to work in the United States? (Proof of citizenship or immigration status will be required upon employment.) Yes/No		

**3. Education**

	Name and Address of School	Course of Study	Number of Years Completed	Degree or Certificate	Did you Graduate?
High School					
Undergraduate College					
Graduate Professional					
Other (Specify)					

**4. Availability Information**

Are you currently employed? Yes/No	May we contact your present employer? Yes/No	Are you currently on "Lay-Off" status/subject to recall? Yes/No
Can you travel if a job requires it? Yes/No	What is your desired salary range?	
Date available for work:	Full Time Please indicate which shift's): 1st 2nd 3rd Part Time Please indicate times you are available Morning Afternoon Evening Temporary Please indicate dates available: / / to / /	

**We are an Equal Opportunity Employer**



**5. Employment Experience**

Please list your prior work experience. Start with your current employment information or the last job you held. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

*Do not use "See Resume" in lieu of completing the application. Please complete all sections of the application thoroughly.*

<b>1.)</b>	Employer:	Position:	Supervisor:	
	Address:	Dates Employed		Work Performed:
		From	To	
	Telephone Number:			
Reason for Leaving:			May we contact this Employer?    Yes/No	

<b>2.)</b>	Employer:	Position:	Supervisor:	
	Address:	Dates Employed		Work Performed:
		From	To	
	Telephone Number:			
Reason for Leaving:			May we contact this Employer?    Yes/No	

<b>3.)</b>	Employer:	Position:	Supervisor:	
	Address:	Dates Employed		Work Performed:
		From	To	
	Telephone Number:			
Reason for Leaving:			May we contact this Employer?    Yes/No	

<b>4.)</b>	Employer:	Position:	Supervisor:	
	Address:	Dates Employed		Work Performed:
		From	To	
	Telephone Number:			
Reason for Leaving:			May we contact this Employer?    Yes/No	

Please explain all periods you were <b>not employed</b> :	
---	--

**6. Training and Skills**

Describe any specialized training, apprenticeships, skills and extra-curricular activities.

---



---

Describe any job-related training received in the United States military.

---



---

Summarize special job-related skills and qualifications acquired from employment or other experiences.

---



---



7. Specialized Skills

Computer Skills

Place a check mark next to the skill you have and list the product's you have experience using.

Vehicle/Equipment Operation

List all equipment you are licensed or certified to operate.

Machinery Operation

List all machinery you have experience operating as it relates to this position.

Email				
Word Processing			_____	_____
Spread Sheet			_____	_____
Database			_____	_____
Accounting			_____	_____
Other			_____	_____
Typing Skills-Average Words/Minute:				

Please provide any additional information you feel may be helpful to us in considering your application.

8. ADA Declaration

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?*

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

9. References

Please provide 3 references from individuals who are not related to you but have direct knowledge of your work performance over the past 3 years. At least 2 must be professional references (previous managers/supervisors) from your current or former employment.

1.)	_____	_____	_____
	Name	Email Address	Contact Number
	_____		
	Business Relationship		
2.)	_____	_____	_____
	Name	Email Address	Contact Number
	_____		
	Business Relationship		
3.)	_____	_____	_____
	Name	Email Address	Contact Number
	_____		
	Business Relationship		

10. Applicant Statement (Please read carefully and completely.)

I certify that 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 60 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 or prior notice. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the organization.

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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date