

NOTICE TO APPLICANTS



DRUG TESTING
IS A REQUIREMENT
FOR
EMPLOYMENT

V. J. Haavisto Enterprises, Inc.

An Equal Opportunity Employer

Employment Application

Please Print

Date _____

Name _____
Last First Middle

SSN: _____ - _____ - _____ email: _____

Cellular Telephone (_____) _____ - _____ Home Telephone (_____) _____ - _____

Present Address _____
No. Street City State Zip

Permanent Address if different from present address

No. Street City State Zip

Employment Desired

Position applying for: _____

How did you learn of this position? _____

Are you applying for:

Regular full-time work?..... Yes _____ No _____

Regular part-time work?..... Yes _____ No _____

What days and hours are you available for work? _____

From _____ To _____

Are you available for work on weekends?..... Yes _____ No _____

Would you be available to work overtime, if necessary?..... Yes _____ No _____

If hired, on what date can you start work? _____

Salary desired: _____

Personal Information

Have you ever applied to or worked for V. J. Haavisto Enterprises, Inc before Yes _____ No _____

If yes, when? _____

Do you have any friends or relatives working for V. J. Haavisto Enterprises, Inc?..... Yes _____ No _____

If yes, state name(s) and relationship _____

Were you referred for this job by an employee of V. J. Haavisto Enterprises, Inc.? Yes _____ No _____

If yes, please write their name here _____

Why are you applying for work at V. J. Haavisto Enterprises, Inc? _____

If hired, would you have a reliable means of transportation to and from work?..... Yes _____ No _____

Are you at least 18 years old?..... Yes _____ No _____
(If under 18, hire is subject to verification that you are of minimum legal age.)

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?..... Yes _____ No _____

Are you able to perform the essential functions of the job for which you are applying?.. Yes _____ No _____

If no, describe the functions that cannot be performed. _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Have you ever been convicted of a crime? (Exclude convictions for marijuana-related offenses for personal use more that two years old; convictions that have been sealed, expunged or legally eradicated, and misdemeanor convictions for which probation was completed and the case was dismissed)

Yes _____ No _____

If yes, please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. This company will not deny employment to any applicant solely because the person has been convicted of a crime. The company however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.

Are you currently out on bail, the subject of a current warrant for arrest or released on you own recognizance pending trial? Yes _____ No _____

Are you currently employed?..... Yes _____ No _____

If so, may we contact your current employer? Yes _____ No _____

Education, Training and Experience

School	Name & Address	No. of years Completed	Did you Graduate?	Degree or Diploma
High School			Yes _____ No _____	
College/ University			Yes _____ No _____	
Vocational/ Business			Yes _____ No _____	
Health Care			Yes _____ No _____	

Many of our customers (clients) do not speak English. Do you speak, write or understand any foreign languages? Yes _____ No _____

If yes, which language(s)? _____

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at V. J. Haavisto Enterprises, Inc.? If so, please explain

Answer the following questions if you are applying for a professional position

Are you licensed/certified for the job applied for? Yes _____ No _____

Name of license/certification _____

Issuing state _____

License/certification number _____

Has your license/certification ever been revoked or suspended?..... Yes _____ No _____

If yes, state reason(s), date of revocation or suspension and date of reinstatement _____

Class A & B Driving Job – Questions and Information

You MUST answer these questions if you are applying for a Class A or Class B driving position..

Were you subject to the Federal Motor Carrier Safety Regulations at your previous employer?..... Yes _____ No _____

Was the job designated as a “Safety Sensitive Function” in any DOT-regulated mode subject to alcohol and drug testing requirements as required by 49 CFR Part 40..... Yes _____ No _____

NOTICE to Class A and Class B driving position applicants.

- You have the right to review any information that is provided to V. J. Haavisto Enterprises, Inc. by your previous employers.
- You have the right to have errors in the information corrected by your previous employer, and for that previous employer to re-send the corrected information to V. J. Haavisto Enterprises, Inc.
- You have the right to have a rebuttal statement attached to the alleged erroneous information, if your previous employer and you cannot agree on the accuracy of the information.

All Employees please answer the following:

As a prospective employer, we must ask any applicant for a driving position with our company whether he/she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the applicant applied for, but did not obtain, “safety-sensitive transportation work” (driving a commercial motor vehicle) during the past two years.

- Yes**, I have tested positive for drugs/alcohol, or refused to take a pre-employment drug/alcohol test in the two years preceding the date of this application.
- No**, I have not tested positive for drugs/alcohol, or refused to take a pre-employment drug/alcohol test in the two years preceding the date on this application.

DOT regulations prohibit our utilizing you to perform a “safety-sensitive function” (driving a commercial motor vehicle if you admit that you had a positive test, or a refusal to test, until and unless you provide documents showing successful completion of the return-to-duty process in accordance with DOT regulations.

This certifies that I completed above section of the employment application and that all information therein is true and complete to the best of my knowledge. I also understand that misrepresentation or omission of information or facts may result in my rejection or dismissal.

Date

Applicant Signature

Employment History

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

Name of Employer _____

Address _____
No. Street City State Zip

Type of Business _____

Telephone No. (_____) _____ - _____ Your Supervisor's Name _____

Your Position and Duties _____

Date of Employment: From ____ / ____ / ____ To ____ / ____ / ____

Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Name of Employer _____

Address _____
No. Street City State Zip

Type of Business _____

Telephone No. (_____) _____ - _____ Your Supervisor's Name _____

Your Position and Duties _____

Date of Employment: From ____ / ____ / ____ To ____ / ____ / ____

Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Name of Employer _____

Address _____
No. Street City State Zip

Type of Business _____

Telephone No. (_____) _____ - _____ Your Supervisor's Name _____

Your Position and Duties _____

Date of Employment: From ____ / ____ / ____ To ____ / ____ / ____

Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Name of Employer _____

Address _____
No. Street City State Zip

Type of Business _____

Telephone No. (_____) _____ - _____ Your Supervisor's Name _____

Your Position and Duties _____

Date of Employment: From ____ / ____ / ____ To ____ / ____ / ____

Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Note : Attach additional page(s) if necessary

Military Service

Have you obtained any special skills or abilities as the result of service in the military? ... Yes _____ No _____

If so, describe: _____

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name _____

Address _____
No. Street City State Zip

Occupation _____

Telephone No. (_____) _____ - _____ Number of Years Acquainted _____

Name _____

Address _____
No. Street City State Zip

Occupation _____

Telephone No. (_____) _____ - _____ Number of Years Acquainted _____

Name _____

Address _____
No. Street City State Zip

Occupation _____

Telephone No. (_____) _____ - _____ Number of Years Acquainted _____

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize V. J. Haavisto Enterprises, Inc. (the company) to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I hereby agree to submit to binding arbitration all disputes and claims arising out of the submission of this application. I further agree, in the event that I am hired by V. J. Haavisto Enterprises, Inc. (the company), that all disputes that cannot be resolved by informal internal resolution which might arise out of my employment with the company, whether during or after that employment, will be submitted to binding arbitration. I agree that such arbitration shall be conducted under the rules of the American Arbitration Association. This application contains the entire agreement between the parties with regard to dispute resolution, and there are no other agreements as to dispute resolution, either oral or written.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and V. J. Haavisto Enterprises, Inc. (the company). In addition, I understand and agree that if I am employed, my employment is for no definite or no determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the companies designated representative.

Date ____ / ____ / ____ Applicant's Signature _____