



# Application for Employment

## THE SUN VALLEY GROUP

This application is designed to provide management with information necessary to evaluate all candidates seeking employment with The Sun Valley Group (TSVG) and its divisions. All information provided in this application will be treated confidentially and will be used only to help ensure the best use of your abilities if you are employed by us. Although resumes are a fine supplement to the selection process, they shall not be accepted as a substitute for a completed application. As an Equal Opportunity Employer, this organization does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or veteran status.

### Print Clearly/Complete Fully

Position applied for: \_\_\_\_\_ Date of application: \_\_\_\_\_

How were you referred to us?  Newspaper ad  School  On my own  
 Current employee  Agency  Other \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
Number Street City State Zip Code

Home Telephone \_\_\_\_\_ E-mail \_\_\_\_\_  
(Area Code) Number

Do you wish to work:  Full Time  Part Time  Temporary

If part time, specify hours or days: \_\_\_\_\_

Starting salary desired: \$ \_\_\_\_\_ per \_\_\_\_\_

Be it understood that you must be available for any shift/any day of the week. When are you available for work: \_\_\_\_\_

Do you have any commitments to another employer that might affect your employment with us? \_\_\_\_\_

If you are under 18 years of age, can you provide proof of your eligibility to work?  Yes  No

Have you previously applied for employment with TSVG?  Yes  No If yes, when? \_\_\_\_\_

Have you previously been employed by TSVG?  Yes  No If yes, when? \_\_\_\_\_

Do you have any relatives employed by TSVG?  Yes  No

If yes, please list name and department: \_\_\_\_\_

If employed, can you submit verification of your legal right to work in the United States?  Yes  No

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

**NOTICE:** This Company conducts a thorough investigation of the information attested to on this application form. ANY inconsistency of information will be brought to the attention of the candidate and must be resolved to the satisfaction of the company within twenty-four (24) hours.

## EMPLOYMENT HISTORY

List Most Recent Employers First (Report past 10 years. Attach sheet if needed.)

Name of Company		Type of Business			
Address					
Number	Street	City	State	Zip Code	
Phone Number	Position	Salary	Dates of Employment		
Duties					
Name of Supervisor			Reason for Leaving		

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Number	Street	City	State	Zip Code	
Phone Number	Position	Salary	Dates of Employment		
Duties					
Name of Supervisor			Reason for Leaving		

May we contact the employers listed above?  Yes  No

## PROFESSIONAL REFERENCES

List name and telephone number of three business/work references who are not related to you and who are not previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name and Occupation	Telephone	Years Known
	(     ) (     )	
	(     ) (     )	
	(     ) (     )	

## EDUCATIONAL BACKGROUND

Type of School	Name and Location	Circle Last Year Completed	Major Course Of Study	GPA	Type of Degree
High or Preparatory School		9 10 11 12			
College/University Or Trade School		1 2 3 4			
Graduate Program College/University		1 2 3 4			
Other (Specify)		1 2 3 4			

## OTHER QUALIFICATIONS

List any office machines and/or equipment related to the position you are applying for that you are qualified to operate.

Please relate any additional information that would more fully convey your qualifications.

## MILITARY SERVICE RECORD

Have you ever served in the Armed Forces of the United States?  Yes  No  
If yes, what branch and rank at discharge?

Describe your duties and any special training, achievements, medals, awards, etc.

Please check the box from the list if you have any of the following Skill.

### Office and Administrative

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Data Entry       | <input type="checkbox"/> MS Office        | <input type="checkbox"/> Welcoming Visitors  |
| <input type="checkbox"/> Answering Phones | <input type="checkbox"/> Office Equipment | <input type="checkbox"/> Salesforce          |
| <input type="checkbox"/> Billing          | <input type="checkbox"/> QuickBooks       | <input type="checkbox"/> Calendar Management |
| <input type="checkbox"/> Scheduling       | <input type="checkbox"/> Shipping         |  |

### Sales, Retail, and Customer Service Skills

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Product Knowledge       | <input type="checkbox"/> Contract Negotiation                     | <input type="checkbox"/> Cost (CAC)   |
| <input type="checkbox"/> Lead Qualification      | <input type="checkbox"/> Self Motivation                          | <input type="checkbox"/> CRM Software (Salesforce, Hubspot, Zoho, Freshsales) |
| <input type="checkbox"/> Lead Prospecting        | <input type="checkbox"/> Increasing Customer Lifetime Value (CLV) | <input type="checkbox"/> POS Skills   |
| <input type="checkbox"/> Customer Needs Analysis | <input type="checkbox"/> Reducing Customer Acquisition            | <input type="checkbox"/> Cashier Skills                                       |
| <input type="checkbox"/> Referral Marketing      |   |   |

### General Management and Project Management Skills

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Managing Cross-Functional Teams | <input type="checkbox"/> Ideation Leadership | <input type="checkbox"/> Scope Management             |
| <input type="checkbox"/> Scrum                           | <input type="checkbox"/> Feature Definition  | <input type="checkbox"/> Project Lifecycle Management |
| <input type="checkbox"/> Performance Tracking            | <input type="checkbox"/> Forecasting         | <input type="checkbox"/> Meeting Facilitation         |
| <input type="checkbox"/> Financial Modelling             | <input type="checkbox"/> Profit and Loss     |   |

### MANUAL/MAINTENANCE SKILLS

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Adjusting/fitting          | <input type="checkbox"/> Drilling                              | <input type="checkbox"/> Moving and lifting              | <input type="checkbox"/> Transporting/delivering           |
| <input type="checkbox"/> Applying manual strength   | <input type="checkbox"/> Driving                               | <input type="checkbox"/> Operating equipment             | <input type="checkbox"/> Troubleshooting                   |
| <input type="checkbox"/> Assembling/disassembling   | <input type="checkbox"/> Following safety procedures and rules | <input type="checkbox"/> Performing heavy work           | <input type="checkbox"/> Using hand and power tools        |
| <input type="checkbox"/> Balancing/carrying         | <input type="checkbox"/> Hand/eye coordination                 | <input type="checkbox"/> Performing precise machine work | <input type="checkbox"/> Working and knowing various tools |
| <input type="checkbox"/> Basic electronics          | <input type="checkbox"/> Inspecting/testing                    | <input type="checkbox"/> Prioritizing                    | <input type="checkbox"/> Working as team member            |
| <input type="checkbox"/> Basic mechanics            | <input type="checkbox"/> Landscaping                           | <input type="checkbox"/> Producing and restoring         | <input type="checkbox"/> Working independently             |
| <input type="checkbox"/> Basic plumbing             | <input type="checkbox"/> Lifting heavy equipment               | <input type="checkbox"/> Purchasing parts                | <input type="checkbox"/> Working on an assembly line       |
| <input type="checkbox"/> Building                   | <input type="checkbox"/> Loading and unloading                 | <input type="checkbox"/> Pushing and pulling             | <input type="checkbox"/> Working outdoors or indoors       |
| <input type="checkbox"/> Cleaning/lubricating parts | <input type="checkbox"/> Maintaining equipment                 | <input type="checkbox"/> Removing parts                  | <input type="checkbox"/> Other:                            |
| <input type="checkbox"/> Climbing                   | <input type="checkbox"/> Monitoring operations                 | <input type="checkbox"/> Repairing                       |  |
| <input type="checkbox"/> Construction               |  | <input type="checkbox"/> Repairing equipment             |  |
| <input type="checkbox"/> Cutting                    |  | <input type="checkbox"/> Sorting                         |  |
| <input type="checkbox"/> Dismantling                |  | <input type="checkbox"/> Training                        |  |

### IT, Engineering & Technical Skills

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> STEM Skills          | <input type="checkbox"/> SolidWorks             | <input type="checkbox"/> Security                         |
| <input type="checkbox"/> CAD                  | <input type="checkbox"/> Budgeting              | <input type="checkbox"/> Machine Learning                 |
| <input type="checkbox"/> Design               | <input type="checkbox"/> Technical Report       | <input type="checkbox"/> Debugging                        |
| <input type="checkbox"/> Prototyping          | <input type="checkbox"/> Writing                | <input type="checkbox"/> UX/UI                            |
| <input type="checkbox"/> Testing              | <input type="checkbox"/> Programming Languages  | <input type="checkbox"/> Front-End & Back-End Development |
| <input type="checkbox"/> Troubleshooting      | <input type="checkbox"/> Web Development        | <input type="checkbox"/> Cloud Management                 |
| <input type="checkbox"/> Project Launch       | <input type="checkbox"/> Data Structures        | <input type="checkbox"/> Agile Development                |
| <input type="checkbox"/> Lean Manufacturing   | <input type="checkbox"/> Open Source Experience |   |
| <input type="checkbox"/> Workflow Development | <input type="checkbox"/> Coding Java Script     |   |
| <input type="checkbox"/> Computer Skills      |   |   |

Please relate any additional information that would more fully convey your qualifications.

## APPLICANT'S CERTIFICATION AND AGREEMENT

1. I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.
2. I authorize persons, schools, my current employer (if applicable) and previous employers and organizations named in the application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision, and release all parties from liability for any damage that may result from furnishing same to you.
3. This application is not a contract and cannot create a contract. I understand that my employment can be terminated with or without cause, at any time, at the discretion of either the company or myself. I understand that no management official other than the CEO of the company has any authority to enter into an agreement contrary to the foregoing or make any oral assurance or promise of continued employment.
4. I understand this application will be kept in the active files for a period of 60 days from the date indicated below. I further understand that if I am not hired during that period, I must complete and execute a new application form to be considered for future employment.
5. I understand that all offers of employment are conditioned on the provision of satisfactory proof of my identity and legal authority to work in the United States. I also understand that offers of employment are conditioned on the company's receipt of satisfactory responses to reference requests and the satisfactory completion of post-offer pre-employment medical and drug screen examinations.
6. We are an Equal Opportunity Employer. Our policy and federal and state law forbid discrimination because of race, color, creed, religion, age, sex, marital status, national origin, medical condition, disability, or sexual orientation, all as defined by applicable law. THIS APPLICATION IS VALID ONLY IF DATED AND SIGNED BY THE APPLICANT.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### FOR HUMAN RESOURCES DEPARTMENT USE ONLY

Date Interviewed \_\_\_\_\_ Date Interviewed \_\_\_\_\_ Date Interviewed \_\_\_\_\_

Position \_\_\_\_\_ Position \_\_\_\_\_ Position \_\_\_\_\_

Interviewed with \_\_\_\_\_ Interviewed with \_\_\_\_\_ Interviewed with \_\_\_\_\_