



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 _____ Social Security No. _____

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

Have you ever been convicted of a felony? Yes No

If yes, please explain nature: _____

(An affirmative answer will not automatically disqualify you from being considered as a candidate for employment.)

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.

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 _____