



## Employment Application

Virtuous Management Group is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

### APPLICANT INFORMATION

**Full Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Last First MI*

**Address:** \_\_\_\_\_  
*Street Address Apt/Unit#*

\_\_\_\_\_

*City State Zip Code*

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Are you eligible to work in the United States?  Yes  No

Do you have friends/family who are currently employed with VMG or previously worked with VMG?  Yes  
 No If yes, list name(s) \_\_\_\_\_.

Are you at least 18 years of age or older?  Yes  No (If no, you may be required to provide authorization to work).

Have you ever been terminated from employment or asked to resign by an employer?  Yes  No

If yes, please provide company name(s) and details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been employed with Virtuous Management Group?  Yes  No

Are you available to work any shift and/or day of the week?  Yes  No

If not, please provide availability for scheduling. \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation?  Yes  No

Do you have a valid driver's license?  Yes  No



**EDUCATION**

Education	Name and Location	No. of Years Attended	Diploma/Degree Received
High School			
College or University			
Trade, Business or Correspondence School			

**PREVIOUS EMPLOYMENT**

Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. Incomplete information could disqualify you for further consideration. If you need additional space, please use the back of this page.

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary/Rate of Pay: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary/Rate of Pay: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_



Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary/Rate of Pay: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary/Rate of Pay: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**REFERENCES**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_



**CRIMINAL HISTORY**

Have you ever been convicted of, or pled guilty or no contest to a crime other than a minor traffic violation within the last seven (7) years?  Yes  No

*Please exclude convictions that have been sealed, expunged, or legally eradicated. A conviction is not an automatic bar to employment. Each case will be considered on its own merits.*

If yes, please explain and include the date of final disposition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(The information provided above will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness, nature of violation, frequency and rehabilitation will be considered. False or misleading information regarding criminal history may disqualify you from employment and/or result in immediate dismissal from employment should you be hired.)*

**DISCLAIMER AND SIGNATURE**

Virtuous Management Group is an Equal Opportunity Employer. The Company does not discriminate in employment because of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status, or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Virtuous Management Group to hire me. If I am hired, I understand that either Virtuous Management Group or I can terminate my employment at any time and for any reason with or without cause and without prior notice. I understand that no representative of Virtuous Management Group has the authority to make any assurance to the contrary.

I hereby certify that the information contained in this application and on the attached resume is true and correct to the best of my knowledge and agree to have any of the statements checked by the Company unless I have indicated to the contrary. I authorize the references I present, as well as all other individuals whom Virtuous Management Group contacts, to provide Virtuous Management Group all the information concerning my previous employment and any other pertinent information that they may have. Further, I release all parties and persons from all liability for any damage that may result from furnishing such information to the Company as well as from any use or disclosure of such information by the Company or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on the application may result in my failure to receive an offer or, if I am hired, my immediate dismissal from employment.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_



## AUTHORIZATION TO OBTAIN A BACKGROUND CHECK

I hereby authorize VMG and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment, or retention as an employee. I understand that the scope of the background check may include, but is not limited to, the following areas education; verification of Social Security number; current and previous residences; employment history (optional) references; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records (optional) including traffic citations and registration; and any other public records.

I, \_\_\_\_\_ authorize the complete release of these records or data pertaining to me that any individual, company, firm, corporation, or public agency may have. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish VMG or its designated agents with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_

Birth Date \_\_\_\_\_

Social Security Number \_\_\_\_\_

Current Zip Code \_\_\_\_\_

Approver Signature \_\_\_\_\_