

C. V. Wenger, Inc.

10 Sanders Circle
Chambersburg, PA 17202
Phone: (717) 263-1469
Fax: (717) 263-9045

Employment Application

(Please Print Clearly – complete all pages)

Position(s) Applying for: _____

Application Date: ____/____/____

www.cvwenger.com

Personal Information

First Name: _____ Last Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ DOB: _____ SSN: _____
Email Address: (if available) _____

Employment Information

Citizenship/Work Status: U.S. Citizen Green Card Holder U.S. Permit/Visa
Current Employer: (if any) _____
Years of Work Experience **directly related** to the position applying for: _____
Employment Type Desired: Full-time Part-time Desired Compensation: \$ _____ Hourly Annual
Other Compensations Desired: _____
When are you available to start work? _____

Education

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	# OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College/University				
Bus. Or Trade School				
Professional School				

Criminal History

Have you ever been convicted of a felony or misdemeanor (except any minor traffic violations)? No Yes
If yes, please explain and attach any relevant documentation.

Driver's License Information

Do you have a valid driver's license? Yes No
Do you have reliable transportation to work? Yes No
Driver's License number: _____ State of Issue: _____
 Operator Commercial (CDL) Chauffeur Do you have a clean driving record? Yes No
List any moving violations and/or accidents from the last 3 years:

Work Experience

Please List your work experience for the past 5 years beginning with your most recent job.
 If you were self-employed, give firm name. Attach additional sheets if necessary. Attach Resume if applicable.

Name of employer:	Name of last supervisor	Employment Dates	Pay or Salary
Address with city/state/zip:		From: To:	Start: Final:
Phone:	Your last job title:		

Specific reason for leaving:

List the jobs you held, duties performed, skills used or learned, advancement or promotions while you worked at this company.

May we contact this employer? Yes No

Name of employer:	Name of last supervisor	Employment Dates	Pay or Salary
Address with city/state/zip:		From: To:	Start: Final:
Phone:	Your last job title:		

Specific reason for leaving:

List the jobs you held, duties performed, skills used or learned, advancement or promotions while you worked at this company.

May we contact this employer? Yes No

Name of employer:	Name of last supervisor	Employment Dates	Pay or Salary
Address with city/state/zip:		From: To:	Start: Final:
Phone:	Your last job title:		

Specific reason for leaving:

List the jobs you held, duties performed, skills used or learned, advancement or promotions while you worked at this company.

May we contact this employer? Yes No

Additional Information

Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. If you have a resume, please include it with this application.\

Job Guidelines

All work is expected to be performed neatly, quickly and efficiently. Standing around is frowned upon. If there is nothing to do, please ask someone. There may be heavy lifting from time to time. If any of the other trades (Plumbing, Heating, etc.) are busy and the one you apply for is not, you will be expected to help out. You are expected to get along with all other employees. Failure to follow these guidelines is grounds to terminate your job.

If you understand and agree to these requirements, initial here _____

Job Regulations

1. You must wear a company shirt (provided) and work pants. No jeans.
2. No swearing, drinking or smoking inside buildings.
3. Hair, beard, mustache trimmed or clean shaven for safety reasons & appearance.
4. NO torn pants, shirts or coats.
5. You provide own work pants & boots.
6. There is a 90 day trial period.
7. We provide shirts, coats & hats.
8. Good manners & courteous to all customers.
9. Able to drive all company trucks courteously
10. You will be required to go "on call" (on a rotating basis). You may take truck home these weekends & evenings. Time and a half pay for evenings & weekends worked "on call".

Benefits of C. V. Wenger Full-time Employees

- ★ Health Insurance w/ Prescription for employee
- ★ Vision available at employee's expense
- ★ Worker's Compensation
- ★ Base amount Disability & Life Insurance
- ★ Yearly Raises based on performance & appearance
- ★ 1 Week Paid Vacation And 3 sick days after 1 Year; After 3 Years – 2 weeks; After 8 Years- 3 Weeks
- ★ Full Dental
- ★ Other Family Members may be added at cost to employee
- ★ Retirement Plan
- ★ 6 Paid Holidays

Professional References

Please list 3-4 **people you have worked with** who can attest to your On-The-Job experience and performance.

Name: _____ Position: _____ Company: _____ Telephone: (____) _____ - _____ Email Address: _____	Name: _____ Position: _____ Company: _____ Telephone: (____) _____ - _____ Email Address: _____
Name: _____ Position: _____ Company: _____ Telephone: (____) _____ - _____ Email Address: _____	Name: _____ Position: _____ Company: _____ Telephone: (____) _____ - _____ Email Address: _____

AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)

I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with C. V. Wenger, Inc. creates an actual or implied contract of employment. I understand that, if I accept employment with C. V. Wenger, Inc., it will be on an at-will basis. This means that either C. V. Wenger, Inc. or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I agree to submit to drug and alcohol testing, if requested by C. V. Wenger Inc., I release C. V. Wenger, Inc., and it's employees, plus other persons or companies, from any and all liability arising out of or related in any way to such testing.

I authorize C. V. Wenger, Inc. to investigate information concerning my education, licensing, certifications, driving record, criminal history, employment experiences and all other aspects of my background relevant to my proposed employment. I release C. V. Wenger, Inc. and it's employees from all liability arising from such investigation.

Signature of Applicant: _____

Date: ____/____/____

Print Name: _____

C. V. Wenger, Inc. is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with C. V. Wenger, Inc. depends solely on your qualifications.