

C. V. Wenger, Inc.

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Chambersburg, PA 17202
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www.cvwenger.com

(Please Print Clearly – complete all pages)

Position(s) Applying for

Application Date: ____/____/____

PLEASE EMAIL APPLICATION TO jen@cvwenger.com

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state, or local laws. We are an at-will employer as allowed by applicable state law. This means that regardless of any provision in this application, if hired, C. V. Wenger may terminate the employment relationship at any time, for any reason, with or without cause or notice.

Personal Information

Name: _____ Phone Number: _____ Cell Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

How long have you lived there ____/____ years/months Desired Salary/Hourly Rate: _____

Date of Birth: _____ Date on which you can start work if hired: _____

Have you previously applied for employment with C. V. Wenger before: yes ____ no ____

If applicable, below list any other names by which you have been known which may be necessary to allow us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname, etc.

Education

Education	School Name And Location	Course of Study or Major	Graduate? Yes or No	# of Years Completed	Honors Received
High School					
College					
Graduate/ Professional					
Trade or Correspondence					

Work Experience

Please list the names of your present and/or previous employers in chronological order with present or most recent employer listed first. Provide information for at least the most recent ten (10) year period. Attach additional sheets if needed. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for consideration from employment. Do not answer "see resume."

Employer:

Name: _____ Address: _____

Type of Business: _____ Telephone #: _____ Supervisors Name: _____

Dates Employed From ___/___/___ to ___/___/___ May we contact: Yes___ No___ If no why not? _____

Wages Start _____ Final _____ Reason For Leaving? _____

Employer:

Name: _____ Address: _____

Type of Business: _____ Telephone #: _____ Supervisors Name: _____

Dates Employed From ___/___/___ to ___/___/___ May we contact: Yes___ No___ If no why not? _____

Wages Start _____ Final _____ Reason For Leaving? _____

Employer:

Name: _____ Address: _____

Type of Business: _____ Telephone #: _____ Supervisors Name: _____

Dates Employed From ___/___/___ to ___/___/___ May we contact: Yes___ No___ If no why not? _____

Wages Start _____ Final _____ Reason For Leaving? _____

Have you ever been terminated or asked to resign from any job? Yes___ No___ If Yes how many times? _____

Has your employment ever been terminated by mutual agreement? Yes___ No___ If Yes how many times? _____

Have you ever been given the choice to resign rather than be terminated? Yes___ No___ If yes how many times? _____

If you answered yes to any of the above three questions, please explain the circumstances of **each** occasion.

References:

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related references.

Name	Position	Company	Work Relationship (i.e. supervisor, co-worker)	Telephone

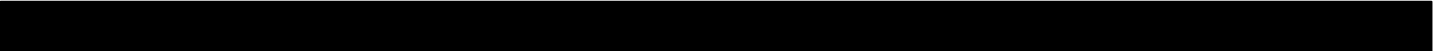
Please list the names of personal references (not previous employers or relatives) who you know that we may contact.

Name	Occupation	Address	Telephone	# of Years Known



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. 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 _____



- Answer Phones
- Schedule & dispatch workmen: printing work assignments/work orders, gather daily Customer work orders & payments, Supplier packing slips, gas receipts, etc.
- Keep Customer information up-to-date & accurate in TOM Computer Program
- Customer Service for walk-ins
- Update Price books per Supervisors
- Filing and mailings per Supervisor: Spring/Fall service postcards, Estimates, Change over quarterly & end of year files etc.
- Order office supply items per Supervisor including Pre-printed copy items.
- Keep Office Forms stocked as needed: Tech cleaning forms, Time off slips, etc.
- Multi-task efficiently
- Keep work area clean

Tell me about your previous work experience as a receptionist: _____



Do you enjoy interacting with the public? Yes No

How did you add value to your role as a receptionist? _____




What type of telecommunication/computer systems are you familiar with using? _____



What additional responsibilities did you take on as receptionist? _____

What makes you a great fit for this position? _____

What type of schedule are you looking to work? _____

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

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that the Company may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law. If the Company has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state and local law. I also understand that all employees of the location, pursuant to the Company's policy and federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the Company's policies and applicable federal, state and local law.

If employed by the Company, I understand and agree that the Company, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law. I may be required to sign a confidentiality, restrictive covenant, and/or conflict of interest statement.

I certify that all information on this application, my resume, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

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 its employees from all liability arising from such investigation.

Signature of Applicant: _____ Date: ____/____/____

Print Name: _____