

**VCP, Inc.**  
 901W. Algonquin Rd.  
 Algonquin, IL 60102

## Application For Employment

Last Name		First	Middle	Date of Application	
Street Address				Home Telephone	
City, State, Zip Code				Work Telephone	
Position Desired		Date Available	Salary Desired		
Type of Employment Desired <b>Full Time      Part Time      Temporary</b>			Are you legally eligible for employment in this country? <b>Yes    No</b> <small>*Proof of U.S. citizenship or immigration status will be required upon employment.</small>		
EDUCATION					
Level	Name and Location of School	Diploma or Degree (Credits Earned if No Degree)	Attendance Dates		Major
			From Mo/Yr	To Mo/Yr	
High School					
Business, Trade or Technical*					
College*					
Graduate School*					
Other*					
<p>*If degree was received under a name other than that listed on this application, please provide your full name at the time the degree was awarded:</p> <p>Degree: _____ Name At Time Earned: _____</p>					
Scholastic Achievements:					
SKILLS AND QUALIFICATIONS					
Summarize specific skills and qualifications acquired from employment or other experiences that are related to the position for which you are applying (e.g., computer skills, software applications, and foreign languages):					

**VCP, Inc.**  
 901W. Algonquin Rd.  
 Algonquin, IL 60102

## Application For Employment

EMPLOYMENT HISTORY			
List ALL employers, assignments, or volunteer activities that are relevant to the job for which you are applying, starting with the most recent, including military employment. Explain any gaps in employment in the "Comments" section below. Please use the "Employment History Continuation Sheet" if additional space is needed.			
<b>(1) Present/Most Recent Employer Telephone</b>		Dates Employed	
		From Mo/Yr	To Mo/Yr
Address			
Job Title		Hourly Rate/Salary	
		Starting	
Immediate Supervisor and Title		\$	per
Type of Employment      Full Time      Part Time Temporary      Other		Hourly Rate/Salary	
		Final	
Reason for leaving or why you are considering leaving?		\$	per
If currently employed, may we contact for reference?      Yes      No			
<b>(2) Next Previous Employer Telephone</b>		Dates Employed	
		From Mo/Yr	To Mo/Yr
Address			
Job Title		Hourly Rate/Salary	
		Starting	
Immediate Supervisor and Title		\$	per
Type of Employment      Full Time      Part Time Temporary      Other		Hourly Rate	
		Final	
Reason for leaving?		\$	per

**VCP, Inc.**  
 901W. Algonquin Rd.  
 Algonquin, IL 60102

## Application For Employment

EMPLOYMENT HISTORY CONT.					
<b>(3) Next Previous Employer</b>		<b>Telephone</b>			Summarize the nature of the work performed and job responsibilities.
		Dates Employed			
		From	To		
		Mo/Yr	Mo/Yr		
Address					
Job Title		Hourly Rate/Salary			
		Starting			
Immediate Supervisor and Title		\$	per		
Type of Employment	Full Time Temporary	Part Time Other	Hourly Rate		
			Final		
Reason for leaving?		\$	per		
<b>(4) Next Previous Employer</b>		<b>Telephone</b>			Summarize the nature of the work performed and job responsibilities.
		Dates Employed			
		From	To		
		Mo/Yr	Mo/Yr		
Address					
Job Title		Hourly Rate/Salary			
		Starting			
Immediate Supervisor and Title		\$	per		
Type of Employment	Full Time Temporary	Part Time Other	Hourly Rate		
			Final		
Reason for leaving?		\$	per		
COMMENTS (including explanation of any gaps in employment):					
REFERENCES					
List three business/work references who are <b>NOT</b> related to you and are <b>NOT</b> previous supervisors. If not applicable, list three school or personal references who are not related to you.					
<b>Name</b>	<b>Telephone</b>	<b>Years Known</b>	<b>In what capacity did this person observe you or your work?</b>		



**VCP, Inc.**  
901W. Algonquin Rd.  
Algonquin, IL 60102

## Application For Employment

### INVESTIGATION AUTHORIZATION

By signing below, I hereby authorize VCP, Inc. to conduct an investigative report and/or reference check concerning all statements contained in my application for employment; to interview all employers, references, and other individuals and institutions to obtain information and opinions about me; and to conduct any other investigation that it deems appropriate. Such investigation may include but is not limited to my education, employment history (except my current employer if I have so indicated above), character, general reputation, driving record, credit history, and criminal record. In the event that I am employed by VCP, Inc., I hereby authorize VCP, Inc. to answer any inquires regarding my employment, conduct, qualifications, and reasons for leaving.

I understand that I have the right to request VCP, Inc. to disclose to me, completely and accurately, the nature and scope of the investigation. (Such a request must be made in writing to the human resources department within a reasonable time after you have completed and signed this authorization.)

In exchange for being considered for employment, I hereby release VCP, Inc., its employees, and agents, as well as any law enforcement agency, current or former employer, educational institution, credit agency, or any other individual providing information about me to VCP, Inc., from any liability arising from disclosure of such information that is obtained during said investigation.

---

Signature of Applicant

---

Date