



EMPLOYMENT APPLICATION for
VPI Quality Windows

Thank you for expressing an interest in our company!
Please review these important features of our hiring process.

Please fill out the application completely.

Resumes are welcome but are not a substitute for an incomplete application.

- Applications are accepted only if a vacancy exists.
- Your application is only active for 60 days or until an “open recruitment” period closes (whichever is later). An updated application will be required after this time.
- We conduct job-related testing and interviews that help us learn about you and your abilities before hiring decisions are made. All employment offers are contingent upon successful completion of a background check, fitness for duty assessment and drug testing.
- Hiring is a two-way process; we encourage you to ask questions and we will do our best to answer them.
- Due to the high number of applicants, we cannot personally contact those not selected for positions. We will contact only those who are selected for an interview.
- Our employees deserve the best co-workers possible; therefore, we reserve the right to hire who we believe is the best-qualified person for the job.

Your initials _____

APPLICANT:
Last Name: _____

First Name: _____

(Please print)

Middle Initial: _____

DATE: _____



SUPPORT OUR EQUAL EMPLOYMENT OPPORTUNITY POLICY

We believe each person is unique and should only be judged upon his or her individual abilities and achievements. **We will not hire or retain anyone who practices or permits prejudice, harassment or discrimination against people** because of their race, color, creed, sex, gender identity, sexual orientation, national origin, age, disability, genetic information, family medical history, veteran status or other status protected by law.

INVITATION TO APPLICANTS WITH A DISABILITY TO REQUEST REASONABLE ACCOMMODATION IN THE HIRING PROCESS

If you have a disability that prevents you from successfully demonstrating your qualifications in any step of the hiring process, you may request an accommodation. If you need an accommodation, please inform a Human Resources representative as soon as possible so that we have enough time to make the necessary arrangements.

SUPPORT OUR DRUG-FREE POLICY

Any offer of employment is contingent upon the successful passing of a pre-employment drug test. As an employee, you must comply with our Drug-Free policy and you may be required to take a drug test in accordance with that policy.

COMMIT TO QUALITY WORK AND CUSTOMER SERVICE

If you are offered employment with VPI Quality Windows, you will be expected to uphold our commitment to quality and customer service:

- By valuing customers and cooperating productively with other employees.
- By checking your work carefully and eagerly seeking ways to improve your work in quality and quantity.

SHOW BELIEF IN TEAMWORK

If you are offered employment with VPI Quality Windows, you will be expected to show your commitment to our team:

- By arriving on time and accepting tasks for the good of the team
- By cooperating with leaders, supporting and helping others in their work
- By thinking in a positive manner
- By treating others with dignity and respect.
- By solving problems in a way that focuses on process and the customer

APPLICATION INSTRUCTIONS

This is a general application required for all jobs. If a job vacancy exists, you may also be asked to complete a more detailed survey of your qualifications as they relate to a specific job within our company.



Please print or write clearly and answer all items, even if you have a resume.

PERSONAL INFORMATION

Last Name:		First:		Middle Initial:	Other names used:	
Street Address:				City/State:		Zip:
Best Contact Phone Number:				Email Address:		
If hired, will you be able to provide proof of eligibility for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				Are you age 18 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date you can start:

POSITION INFORMATION

Position desired:				Pay expected:	
Shifts willing to work: <input type="checkbox"/> Day <input type="checkbox"/> Swing		Willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No		Willing to stay late on short notice? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Willing to relocate? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you worked at VPI Quality Windows before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If so, when, where and in what positions?			
Have you ever applied to this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If so, when, where and for what positions?			
Do you have relatives employed by VPI? If so, who?				Referred by:	

EDUCATION INFORMATION

School	Name and Location (City & State)	Graduated		Date	Courses or Major	GPA
		Yes	No			
High School						
College						
Other						

Special training, skills, licenses or certifications (first aid, machines operated, measurement tools, hand tools, etc.) :

Relevant Computer / Software skills:

PROFESSIONAL REFERENCES

Name	Phone Number	Job Title	Years Known



EMPLOYMENT HISTORY

List last four employers regardless of time span beginning with the most recent. Resumes are welcome but are not a substitute for an incomplete application.

Company Name			Employment Dates (month/year)	
Address:	City:	State:	From:	To:
			Telephone:	
Job Title:	Supervisor:		May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Duties and Responsibilities			Reason For Leaving	
Company Name			Employment Dates (month/year)	
Address:	City:	State:	From:	To:
			Telephone:	
Job Title:	Supervisor:		May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Duties and Responsibilities			Reason For Leaving	
Company Name			Employment Dates (month/year)	
Address:	City:	State:	From:	To:
			Telephone:	
Job Title:	Supervisor:		May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Duties and Responsibilities			Reason For Leaving	
Company Name			Employment Dates (month/year)	
Address:	City:	State:	From:	To:
			Telephone:	
Job Title:	Supervisor:		May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Duties and Responsibilities			Reason For Leaving	
Company Name			Employment Dates (month/year)	
Address:	City:	State:	From:	To:
			Telephone:	
Job Title:	Supervisor:		May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Duties and Responsibilities			Reason For Leaving	

I hereby affirm that the information provided on this application, and accompanying letters or resume, is true and correct. I also agree and understand that any false or misleading information or significant omissions may disqualify me from consideration for employment or result in my immediate dismissal. I authorize VPI Quality Windows to investigate my background thoroughly and to make any investigations and inquiries as necessary to confirm my qualifications. I release and hold harmless all Parties, Persons, Employers, Schools and Organizations from all liability for any damages that may result from furnishing such information. I understand that, if hired, my employment is not for any specific period or duration and is terminable at will by VPI Quality Windows or me at any time with or without cause. I understand this application is NOT A CONTRACT. I agree to present personal photo identification and proof of my authorization to work and reside in the United States promptly upon confirmation of hiring, and that failure to do so will void any offer of employment.

APPLICANT SIGNATURE _____

DATE _____