



Application For Employment

Notice to Applicants

We welcome you as an applicant for employment. It is the policy of Vision Net, Inc. to consider applications for all positions without regard to race, color, creed, religion, sex, national origin, age, marital status, qualified disability, veteran status, or any other legally protected status unless related to a bona fide occupational requirement. **Please print in ink or type.** Please attach a resume and other supporting documentation.

Position applied for: _____ Date: _____
Check ability to work: Full Part Temp Nights Overtime Weekends
How did you hear about this position? Newspaper Employment Agency Friend Relative Inquiry
Internet Employee Other _____

PERSONAL INFORMATION:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

List any other names used on employment or education records: _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Are you under 18? Yes No

Have you ever been convicted of a felony? Yes No If yes, identify when: _____

Describe conviction: _____

(Criminal convictions are not an absolute bar to employment, but will be considered in relation to specific job requirements.)

Military Veteran: Yes No

Military status: Active Reserve N/A

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

Commercial driver's license? Yes No

Consistent attendance and punctuality are essential requirements of every job with Vision Net, Inc. Is there anything that would interfere with your regular attendance and punctuality if you are offered a job? Yes No

If yes, please explain: _____

Have you ever worked for Vision Net, Inc.? Yes No

If yes, give dates: _____

Do you have relatives currently working for Vision Net, Inc. or who serve on the Board of Directors? Yes No

If yes, please provide their name and relationship: _____

Education:

School	Name and Address of School	Course of Study	List Degree or Diploma	Number of Years Completed
High				
College				
Other (specify)				

Employment History:

Employment experience: Begin with your present or most recent job and list your work experience with emphasis on experience that is relevant to the position for which you are applying. Include military service and any volunteer work which has provided experience that would help you qualify. If the space below is not adequate, you may attach additional pages.

Notice to applicants: Information that you provide on this application is subject to verification. Previous employers may be contacted as references and for verification. May we contact your present employer? Yes No

Current or most recent employer: _____

Address: _____

Date employed: From: _____ To: _____ Wage: _____

Contact name & title: _____ Phone: _____

Describe work performed: _____

Reason for leaving: _____

Past employer: _____

Address: _____

Date employed: From: _____ To: _____ Wage: _____

Contact name & title: _____ Phone: _____

Describe work performed: _____

Reason for leaving: _____

Past employer: _____

Address: _____

Date employed: From: _____ To: _____ Wage: _____

Contact name & title: _____ Phone: _____

Describe work performed: _____

Reason for leaving: _____

Training and Experience:

- Please rate your knowledge level where applicable (beginner, experienced-limited, intermediate, advanced).
- Upon interview, please provide further available information and/or documentation in support of your application (certificates, training records, etc.).

Describe any special courses, seminars and/or training you have completed that would enable you to perform the job duties. _____

Describe any certifications you possess. (CPA, PE, computer, equipment, etc.) _____

Describe any special skills relating to the position you are applying for (clerical skills, equipment operating, computer skills, customer service, network security, etc.). _____

What software programs are you proficient with? _____

List any other experience, skills, or qualifications including hobbies that you feel may be relevant in evaluating your qualifications for employment. _____

Why do you feel you are qualified and the best applicant for this position? _____

List any other comments we should consider that have not been addressed. _____

References:

List three (3) professional references that have knowledge of your ability to perform this job.

Name: _____

Address: _____ Contact number: _____

Name: _____

Address: _____ Contact number: _____

Name: _____

Address: _____ Contact number: _____

Please Read Below and Sign

1) As an applicant for a position with Vision Net, Inc., I am required to furnish information which this company may use in determining my qualifications. In this connection, I hereby expressly authorize release of any and all information which you, as a previous employer or employment reference, may have concerning me, including information of a confidential or privileged nature. I hereby release any organization, company, institution or person furnishing the information requested and I understand that information received will be held in confidence by Vision Net, Inc. I authorize the use of duplicated copies of this document to serve as the original.

2) If I am offered a position I acknowledge that I must submit to a drug test prior to beginning work and I must have a negative result. Refusal to take a drug test will qualify as a positive result and dismissal of employment with Vision Net, Inc. I further acknowledge that complying with the Drug-Free Workplace Policy and remaining drug free are conditions of my employment. In accordance with federal guidelines and Montana code annotated 50-46-205 (2b), marijuana, even for medical purposes is prohibited. I understand that employment may be contingent upon satisfactory completion of a physical examination showing that I can adequately perform job-related functions.

3) I certify that the foregoing answers, and all supplemental documents are correct and that false information may result in dismissal if employed.

4) I also understand that I do not have an agreement for employment for any specified period of time and that no company representative with whom I have interviewed has the authority to make such an agreement or any agreement contrary to the above.

5) If employed by Vision Net, Inc., I will abide by policies, practices and procedures of the company.

6) In order to ensure the safety of Vision Net, Inc.'s employees, information systems and property, divulging any access codes, alarm codes, log-on identification or passwords is strictly prohibited. I will operate with a keen understanding of the confidential nature of our business. I will keep all information concerning business plans, financial information or customer information (including any unlisted or non-published numbers and credit information) strictly confidential.

Signature of Applicant

Date