



## Employee Application

Grand Rapids   St. Joseph   Traverse City   Detroit   Gaylord   Fort Wayne  
800-783-8300   800-452-8808   800-442-1068   800-466-3003   800-878-9880   844-842-8870

[www.valleytruckparts.com](http://www.valleytruckparts.com)



APPLICATION FOR EMPLOYMENT FOR MICHIGAN

An Equal Employment Opportunity Employer

PERSONAL INFORMATION

Name Last First Middle

Present Address Street City State Zip

Permanent Address Street City State Zip

Phone No. Are you 18 years or older? Yes No

Describe any U.S. Military Service: Branch, rank, nature and date of discharge.

Are you presently in the United States armed forces, active or reserve? If so, identify unit and any service obligations.

Have you ever been convicted of a crime or are you presently charged with a felony? If so, where and when, and explain circumstances.

(A criminal conviction will not automatically disqualify an applicant from employment.)

EMPLOYMENT DESIRED

Position Date you can start Salary desired

Are you employed now? Yes No If so, may we inquire of your present employer? Yes No

Have you ever applied to Valley Truck Parts, Inc. before? Yes No Where? When?

Have you ever worked for Valley Truck Parts, Inc. before? Yes No Where? When?

Relatives employed by Valley Truck Parts, Inc.? Yes No Who?

Do you have any activities, commitments or responsibilities (for example, school, other employment, etc.) that might interfere with your ability to work full time, including overtime, in the position for which you are applying? If so, explain.

If employed here, do you expect to work on any other job? Yes No

If yes, give nature of work and amount of time it requires.

**FORMER EMPLOYMENT** - List below last four employers, starting with the most recent.

Date (Month & Year)	Name and Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

Describe fully the nature of the work in your present (or most recent) job. \_\_\_\_\_

Which of your jobs did you like best? \_\_\_\_\_

Why? \_\_\_\_\_

What special skills or knowledge do you have that will aid you in qualifying for employment? \_\_\_\_\_

**EDUCATION**

	NAME AND LOCATION OF SCHOOL	NUMBER OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
Grammar School				
High School				
College				
Trade, Business or Correspondence School				
Subjects of Special Study or Research Work				

**REFERENCES** - Give the names of three persons, not related to you, whom you have known at least one year.

Name	Address	Business	Years Acquainted

**In case of emergency  
notify:**

Name	Address	Phone No.

**READ CAREFULLY AND SIGN BELOW IF YOU AGREE TO  
THESE TERMS OF EMPLOYMENT**

I, the undersigned applicant for employment, understand and agree that all employment at Valley Truck Parts, Inc. (the "Company") is on an at-will basis, and may be terminated by the employee or the Company at any time for any cause or no cause. I understand and agree that no one employed by the Company (except the Company's Board of Directors by a specific written contract for a specific term of years naming the employee and signed by the employee and the Directors) has any authority to offer employment other than on an at-will basis. I also understand and agree to the Company's policy that the Company's decisions on all employment related matters are final, and are not subject to review or appeal outside the Company except as required by laws providing or requiring employers to provide specific employment standards and rights.

I certify that the facts contained in this application are true and complete and that any falsification, misrepresentation or omission herein may result in refusal of, or immediately termination from employment. I authorize and request my former employers, references and educational institutions to give the Company any and all information and opinions about me in their possession; I hereby waive written notice of such release of information and opinions and I release my former employers, references and educational institutions from any liability or claim relating to such release of information and opinions. I also authorize and request federal, state and local governmental agencies to release to the Company any information requested concerning any criminal convictions on my record.

I agree that the contents of any lockers, desks or other Company property I may be using, and of my own property I bring onto the Company's premises (including without limitation cars, packages, and purses) may be inspected by the Company at any time, and I waive and promise not to make any claims against the Company (or its employees, owners, or agents) relating to such inspection.

I agree to submit to physical examinations permitted by law performed by a health care professional before and during my employment at the request and expense of the Company, and I agree to disclose completely all information lawfully requested at such examinations about my physical condition and medical history. I also agree that before and during my employment, at the request and expense of the Company, I will cooperate in such lawful medical tests (including blood, urine, or other testing) as the Company requests to check for drugs or alcohol in my system, or for any other physical condition. I waive and release and promise not to make any claims against the Company (or any testing agency retained by it, or their employees, owners and agents) related to any such testing, or from lawful decisions made regarding my employment or termination of employment based upon the results of such testing or analysis.

I agree that, except as prohibited by statute, the Company may disclose any information or opinions relating to me or my employment to employees of the Company or third parties, and I waive and release and promise not to make any claims against the Company (or its employees, owners, or agents) relating to any such disclosure.

I agree that, except as directed otherwise by the Company, I will not disclose to anyone or use for my own purposes, any of the Company's confidential or proprietary information, either during or after my employment. I understand and agree that the Company's trade secrets, bidding, costs, pricing and marketing information and techniques, financial and market information, computer software, sources of supply and customer names and information are confidential and proprietary information of the Company; I also agree that I will not make written or other copies of notes regarding these matters except as necessary to perform my job, and I agree that if my employment with the Company ends, I will deliver to the Company all materials of any kind that I have relating to the Company, including any such copies or notes. I also agree that I will disclose and assign to the Company any invention, design or process relating to the Company's business which I develop or conceive while with the Company and that all such designs or conceptions shall be the property of the Company

I agree that I will not commence or join in any action or lawsuit against Valley Truck Parts, Inc., its owners, officers, directors or employees relating to my employment or application for employment with Valley Truck Parts, Inc. more than 6 months after the employment action that is the subject of the action or lawsuit, and I agree to waive any statute of limitations to the contrary. I understand that this means that even if the law would give me the right to wait a longer time to make a claim, I am freely and knowingly waiving that right, and that any claims not brought within 6 months after the relevant employment action will be barred. I waive any right to a jury trial if I ever sue Valley Truck Parts, Inc. relating to my employment with Valley Truck Parts, Inc.. I understand that this means that even if the law would give me the right to have a jury decide my claims, I am freely and knowingly waiving that right and agree to have my claims heard and decided by a judge instead.

I agree to the above terms of employment. I agree that if any of the above terms is ever found to be legally unenforceable as written, such invalidity will not affect the validity of the rest of this agreement, and such term shall be limited to allow its enforcement as far as legally possible. No representative of Valley Truck Parts, Inc., other than an officer of Valley Truck Parts, Inc., by a written directive, has any authority to modify the above terms of employment, or to make any exception to them, or to offer employment on any other terms.

I agree that I will be bound by and will adhere to any other rules and policies issued by Valley Truck Parts, Inc., including all rules and policies contained in Valley Truck Parts, Inc.' employee handbook.

Date: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_