



# EMPLOYMENT APPLICATION

To be considered for employment with Valley Truck Parts Inc., this application must be **fully** completed, and a signature must be provided on the last page. Feel free to provide a resume or other verification of your accomplishments along with this application.

***Thank you for your interest in employment with the Valley Truck Parts.***

Valley Truck Parts Inc. is an equal opportunity employer and does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, gender, sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service, or any other characteristic protected by law.

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ City State ZIP Code

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## Additional Information

Are you legally authorized to work in the United States? **YES**  **NO**  Are you at least 18 years or older? **YES**  **NO**

Have you ever worked for this company? **YES**  **NO**  If yes, when and what position? \_\_\_\_\_

Do you know anyone that works for this company? **YES**  **NO**  If yes, who? \_\_\_\_\_

Have you ever been convicted of a felony? **YES**  **NO**  If yes, explain circumstances \_\_\_\_\_

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

**Education**

High School: \_\_\_\_\_

Did you graduate? YES  NO  If no, list the highest grade completed: \_\_\_\_\_

College, Trade School or Other: \_\_\_\_\_

Did you graduate? YES  NO  Field of Study/Major: \_\_\_\_\_

College, Trade School or Other: \_\_\_\_\_

Did you graduate? YES  NO  Field of Study/Major: \_\_\_\_\_

List any certifications/licenses: \_\_\_\_\_

**Position Details**

Position you are applying for: \_\_\_\_\_

Salary/ Hourly Rate Desired: \_\_\_\_\_

Employment type: Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Temporary/Seasonal \_\_\_\_\_

Days and hours available to work: \_\_\_\_\_

Are you able to perform the essential functions of the position for which you are applying, with or without a reasonable accommodation? YES  NO

If you checked No, please explain: \_\_\_\_\_

**Previous Employment**

List your most recent employer first, attach additional sheets if necessary **or include resume**

Company: \_\_\_\_\_ Location (City/State): \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Location (City/State): \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Location (City/State): \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
 May we contact your previous supervisor for a reference? YES NO

**References**

Were you recommended to apply by anyone employed by this Company? YES NO  
   
 If yes, please list the person, relationship and years known: \_\_\_\_\_

**List three (2) professional references:**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_

**Military Service**

Branch: \_\_\_\_\_  
 Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_  
 If other than honorable, explain: \_\_\_\_\_

**Valley Truck Parts represents one of thirteen companies under the Atonne Group. The Atonne Group is a shared-services umbrella company for the thirteen Goodale Family Businesses, they represent a wide range of leaders in manufacturing, energy, construction, financial, real estate and related businesses and industries. By joining our team you have the opportunity to be apart of something bigger!**



**The Atonne Group Family**

- |                          |                            |
|--------------------------|----------------------------|
| Basler Turbo Conversions | Goodale Enterprises        |
| HME, Incorporated        | JAG Development            |
| Metal Components         | Montisa                    |
| Michigan Foam            | Northern Mortgage Services |
| Smith Diamond Realty     | Valley Truck Parts         |
| Van Dam Iron Works       | Village Motor Sports       |
| West Michigan Lumber     | WML Kitchen Design Studio  |

## Disclaimer and Signature

### **READ CAREFULLY AND SIGN BELOW IF YOU AGREE AND UNDERSTAND 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 to the Company's policy that the Company's decision 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 and any corresponding documents such as a resume, are true and complete. Any falsification, misrepresentation or omission herein may result in refusal of, or immediate termination of employment. I authorize and request my former employers, references and education 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 any former employers, references and education 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, cabinets 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 examination 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 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 of 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'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 the Valley Truck Parts Inc., its owners, officers, directors or employees relating to my employment or application for employment with the Company 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 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 the Valley Truck Parts Inc., relating to my employment. 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 terms shall be limited to allow its enforcement as far as legally possible. No representative of the Company, other than an officer of the 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 terms.

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

Signature: \_\_\_\_\_

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