

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS

PLEASE READ AND COMPLETE THIS APPLICATION IN ITS ENTIRETY. PLEASE ATTACH A COPY OF YOUR RESUME WITH AT LEAST TWO BUSINESS REFERENCES THAT WE MAY CONTACT IN REGARDS TO YOUR APPLICATION FOR EMPLOYMENT. IF YOU NEED ANY ASSISTANCE IN READING OR COMPLETING THIS APPLICATION, PLEASE LET US KNOW. IF YOU NEED ADDITIONAL SPACE FOR ANY ANSWER, YOU MAY USE THE BACK OF THIS APPLICATION.

PERSONAL DATA

| | | | | |
|---|-------|----------------|----------------------------|---------------------------|
| Last Name | | First Name | Middle Name/Initial | Today's Date |
| Present Address | | | | Period of Residence |
| City | State | Zip Code | | |
| Previous Address (if within the past 5 years) | | | | Period of Residence |
| City | State | Zip Code | Home/Cell Telephone Number | |
| Social Security Number | | E-Mail Address | | Business Telephone Number |

Are you either a U.S. citizen or an alien who has a legal right to work in the job for which you are applying?

Yes No

Have you previously applied to Valerie Wilson Travel, Inc.? Yes No

When: _____ Where: _____

Have you been convicted of any violation of law other than a minor traffic violation within the last five years? Yes No
 If "Yes", please use the back of this sheet to describe the nature of that crime, when it occurred, your subsequent rehabilitation and related facts. (A criminal conviction would not necessarily be a bar to employment).

EDUCATION AND TRAINING DATA

| NAME AND ADDRESS OF INSTITUTION | MAJOR | INDICATE YEAR SUCCESSFULLY COMPLETED | | | | DIPLOMA OR DEGREE | SCHOLASTIC AVERAGE |
|---------------------------------|-------|--------------------------------------|---|---|---|-------------------|--------------------|
| | | 1 | 2 | 3 | 4 | | |
| High School | | | | | | | |
| College or University | | | | | | | |
| Graduate School | | | | | | | |
| Other | | | | | | | |

HONORS, TRAINING PROGRAMS: Please use the back of this sheet to list academic honors, scholarships or fellowships; memberships in academic honor societies, or participation in training and development programs. (You may exclude all information indicative of age, marital status, sex, race, religion, color, national origin and disability).

GENERAL DATA

| | | |
|-------------------|---|-------------------------------|
| Position Desired: | Salary Desired: <u>Do Not Leave Blank</u> | Date Available to Start Work: |
|-------------------|---|-------------------------------|

How were you referred to Valerie Wilson Travel, Inc.? Please check one and specify in the space below.

- Employee Referral _____
- Employment Agency _____
- Other _____

PREVIOUS EMPLOYMENT

IMPORTANT INSTRUCTIONS: Complete all items below even if you have provided us with a resume. Please list your job history, starting with your current or most recent position. Include any periods in which you were not employed on the back of this sheet and explain what you were doing during this time.

| | | | | |
|--|---|-------------------|---------------------|--------------------|
| 1) Name of Present or Last Employer | | Type of Business | Telephone Number | |
| Address | | City | State | Zip Code |
| Starting Date | Starting Salary <u>Do Not Leave Blank</u> | Starting Position | Name of Supervisor | Reason for Leaving |
| Ending Date | Ending Salary <u>Do Not Leave Blank</u> | Ending Position | Title of Supervisor | |
| Description of duties, responsibilities and significant accomplishments: | | | | |
| 2) Name of Present or Last Employer | | Type of Business | Telephone Number | |
| Address | | City | State | Zip Code |
| Start Date | Starting Salary <u>Do Not Leave Blank</u> | Starting Position | Name of Supervisor | Reason for Leaving |
| End Date | Ending Salary <u>Do Not Leave Blank</u> | Ending Position | Title of Supervisor | |
| Description of duties, responsibilities and significant accomplishments: | | | | |
| 3) Name of Present or Last Employer | | Type of Business | Telephone Number | |
| Address | | City | State | Zip Code |
| Starting Date | Starting Salary <u>Do Not Leave Blank</u> | Starting Position | Name of Supervisor | Reason for Leaving |
| Ending Date | Ending Salary <u>Do Not Leave Blank</u> | Ending Position | Title of Supervisor | |
| Description of duties, responsibilities and significant accomplishments: | | | | |

CERTIFICATION/RELEASE

By signing this application, I understand that any employment with Valerie Wilson Travel, Inc. may be terminated at any time at the option of either the Company or myself. I also understand that neither this application nor any communication by a management representative is intended to create or creates a contract of employment. I agree to conform to the rules and regulations of Valerie Wilson Travel, Inc. and I understand such rules and regulations may be modified at any time the Company determines that is necessary.

I hereby authorize the Company to investigate my employment and educational record by communicating with my former employers and educational institutions and I release the Company and my former employers and educational institutions from all liability whatsoever resulting from the disclosure of such information.

Please check this box if you do not want the Company to contact your current employer.

The above information is complete and true to the best of my knowledge. I understand that the discovery of a misrepresentation or omission of facts in this application may result in my immediate dismissal.

Signature

Date

IMMIGRATION REFORM AND CONTROL ACT NOTICE

Pursuant to the Immigration Reform and Control Act of 1986, if you are made an offer of employment you must produce documents that are specified by the federal government, establishing your identity and authorization for employment in the United States. These documents must be produced no later than seventy-two hours after commencement of employment. You will also be required to sign Form I-9 (issued by the federal government) verifying under oath your employment authorization.