



Corporate Office  
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 www.vozzcom.net

# APPLICATION FOR EMPLOYMENT

## Notice to Applicants

Vozzcom, Inc., is an Equal Employment Opportunity Employer. We will provide Equal Employment opportunities to qualified persons without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Vozzcom complies with the Americans With Disabilities Act of 1990.

Vozzcom is a Drug-Free Workplace. We are committed to protecting the safety, health and well being of all employees in our workplace. We recognize that drug and alcohol abuse pose a significant threat to our company goals and objectives. We have established a drug-free and alcohol-free environment for all employees. I understand that as a condition of employment I will be required to take a post-offer, pre-employment alcohol/drug test. I further understand that at any time during my employment, I may be required to take an alcohol/drug test subsequent to an on-the-job accident and/or if management reasonably suspects a condition exists that will prevent me from performing my job in a manner that does not endanger my own health or the safety and health of others.

### Applicant's Acknowledgement & Authorization

I certify that I, the undersigned applicant, have personally completed this application and all statements (verbal and written) in this application (or any other accompanying documents) are true and complete to the best of my knowledge. I understand that misrepresentation or omission of facts called for in the employment application, resume, interview process or other application material may prohibit consideration for employment at Vozzcom and maybe cause for immediate dismissal at any time without notice. I authorize the investigation of all matters contained in this application and hereby give Vozzcom permission to contact schools, present or former employers, division of motor vehicles, references and others, and hereby release Vozzcom, schools, previous employers and references from any liability as a result of such contact. I understand that, as a condition of my consideration for employment with Vozzcom, or at any time as a condition of my continued employment with the Company, Vozzcom may obtain a consumer report that includes, but is not limited to, my creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, personal interviews, DMV records, any other public records and any other information bearing on my credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness. I understand that, pursuant to the federal Fair Credit Reporting Act, Vozzcom will provide me with a copy of any such report if the information contained in such report is, in any way, to be used in making a decision regarding my fitness for employment with Vozzcom. I further understand that such report will be made available to me prior to any such decision being made, along with the name and address of the reporting agency that produced the report

I understand that employment by Vozzcom is "at will". This means that the employment relationship is for no specific term and may be terminated by me or Vozzcom at any time for any reason with or without advanced notice and with or without cause. It also means that Vozzcom may revise the contents of any employee handbook or personnel manual, as well as other policies, practices, rules, regulations or procedures, solely at its discretion, without notice. I further understand that acceptance of an offer of employment does not create a contractual obligation upon Vozzcom to continue to employ me in the future or for any specific term.

If employed by Vozzcom, I agree to comply with all safety regulations, company policies and procedures, and local, state and federal laws pertaining to my employment.

I have read and agree to the above terms and conditions:

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Application for Employment:

Please answer all questions. Resumes are not accepted in lieu of completion of this application.

Last Name		First	Middle	Home Telephone
Street Address				Work/Cellular Telephone
City, State, Zip Code				Social Security Number
Email Address	Position Desired	Date Available	Salary Desired	

## HOW WERE YOU REFERRED TO VOZZCOM?

Employee (Name)	Friend (Name)	Other (Explain)
Ad (Name of Newspaper/Publication)	Job Fair/Conference (When/Where)	Internet (Name of Site)

## GENERAL INFORMATION

Upon employment, are you able to provide proper documentation establishing your identity and eligibility to be legally employed in the United States?  Yes  No

Have you ever, as an individual or principal of a corporation or other business entity, been convicted of, or pled guilty or no contest to any misdemeanor or felony crime?  Yes  No (A conviction will not necessarily disqualify you from employment).

If yes, please give dates and explain.

Are there currently criminal charges against you?  Yes  No

Have you taken any illegal drugs in the past thirty days?  Yes  No

Are you able to perform the essential requirements of this job with or without reasonable accommodation?  Yes  No

Are you at least 18 years of Age?  Yes  No (If no, you may be required to provide authorization to work).

Do you understand employment requires working weekends, holidays, overtime, and shift rotation?  Yes  No

When are you available to work?  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Full-time  Part-time

Are there any shifts or hours you cannot work?  Yes  No If yes, please identify: \_\_\_\_\_

Have you ever been employed by Vozzcom or one of its divisions before?  Yes  No

Are you related to anyone at Vozzcom or one of its divisions?  Yes  No

If yes, please provide their name and relationship to you?

## EDUCATION

Level	Name of School, City and State	Diploma or Degree	Dates Employed		Major
			From Mo/Yr	To Mo/Yr	
High School					
Business, Trade or Technical					
College					
Graduate School					

## EMPLOYMENT EXPERIENCE

**List all work experience and begin with most recent employment.**

<b>Company</b>	<b>Telephone</b>	Dates Employed		Job Title & Duties Performed
		From Mo/Yr	To Mo/Yr	
Address				
Immediate Supervisor and Title		May we contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
		Annual Salary		
Reason for leaving?		Starting \$	Ending \$	

  

<b>Company</b>	<b>Telephone</b>	Dates Employed		Job Title & Duties Performed
		From Mo/Yr	To Mo/Yr	
Address				
Immediate Supervisor and Title		May we contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
		Annual Salary		
Reason for leaving?		Starting \$	Ending \$	

  

<b>Company</b>	<b>Telephone</b>	Dates Employed		Job Title & Duties Performed
		From Mo/Yr	To Mo/Yr	
Address				
Immediate Supervisor and Title		May we contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
		Annual Salary		
Reason for leaving?		Starting \$	Ending \$	

  

<b>Company</b>	<b>Telephone</b>	Dates Employed		Job Title & Duties Performed
		From Mo/Yr	To Mo/Yr	
Address				
Immediate Supervisor and Title		May we contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
		Annual Salary		
Reason for leaving?		Starting \$	Ending \$	

COMMENTS: (including explanation of any gaps in employment):

**Note that all employers listed above will be contacted unless the applicant indicates differently.**

### SKILLS & QUALIFICATIONS

Summarize specific skills and qualifications acquired from employment or other experiences that are related to the position for which you are applying.

Typing Speed:

PC Skills (Indicate software used):

Foreign Languages:

Other:

Do you read, write, and speak English?

Do you have any experience, training, qualifications or special skills which you think make you especially suited for work at this company? (Explain):

### PROFESSIONAL LICENSES

List any professional license(s) that are related to the position for which you are applying and list state(s) in which licensed:

Professional License or Certification	License Number	State	Expiration Date (mm/dd/yyyy)

### DRIVING RECORD

This section is to be completed only by those applying for positions driving a company vehicle or regularly operating an automobile during Company business (must have valid license).

Driver's License Number:

Issuing State:

List all Traffic Violations that you have received in the last 36 months (other than parking violations).

Date of Violation	Offense	City, State

### REFERENCES

List three business/work references that are not related to you and are not previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name	Telephone	Years Known	In what capacity did this person observe you or your work?