



AN EQUAL OPPORTUNITY EMPLOYER  
DRUG FREE WORKPLACE

PO Box 611  
2580 Broadway Ave., SW  
Roanoke, VA 24004

## Employment Application

Please print in ink and answer every question.

Personal							
Name	First		Middle	Last		Application Date	
Address	Street			City	State	Zip	
Contact	Home Phone		Cell Phone	Email Address			
List previous addresses within the United States, except Military, if address changed during the past 2 years.							
Address	Street			City	State	Zip	
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General Information							
How did you hear about Cycle Systems?							
<input type="checkbox"/> Newspaper		<input type="checkbox"/> Online (please list web site)		<input type="checkbox"/> Employee (please list)		<input type="checkbox"/> Other (please list)	
Position desired:				Salary requirements:			
Applying for:		<input type="checkbox"/> Full time		<input type="checkbox"/> Part time		<input type="checkbox"/> Temporary	
Location Desired:		<input type="checkbox"/> Roanoke <input type="checkbox"/> South Boston		<input type="checkbox"/> Lynchburg <input type="checkbox"/> Covington		<input type="checkbox"/> Pulaski <input type="checkbox"/> Stuart's Draft <input type="checkbox"/> Harrisonburg <input type="checkbox"/> Charlottesville <input type="checkbox"/> Martinsville	
Days and hours available:							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:							
To:							
Date available for work:							
Can you work overtime when necessary?				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Are you under 18 years of age?				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Are you legally eligible for employment in the United States? (Proof of identity and eligibility will be required upon employment.)				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Have you been employed here previously?				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Have you ever applied here before?				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Do you have any relatives or friends who work for Cycle Systems? If yes, list name and relationship.				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Have you ever been convicted of a crime other than a minor traffic offense?				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes, please describe (A record of conviction will not automatically disqualify an applicant for employment. The circumstances, including nature and date of offense will be considered).							
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## Education and Skills

Name And Location	Major Field of Study	Number of Years Completed	Degree
High School			
College			
Post Graduate			
Other training or degrees			

List scholastic honors, offices held, and activities in high school or college: (Omit organizations that may reveal information regarding race, color, sex, religion, national origin, age, citizenship, disability, , veteran status, or other protected status.)

Professional licenses or memberships: (Omit organizations that may reveal information regarding race, color, sex, religion, national origin, age, disability, citizenship,, veteran status, or other protected status.)

Other skills that may be relevant to the position you are seeking:

## Professional References

Please provide at least two business references (former immediate supervisors or department heads, etc.)

Name	Title	Company Name	Company Address	Telephone Number

## Employment History

1. Present/Last Employer		Employer's Address		Type of Business	
Title of Position	Salary		Dates of Employment		
	Beginning	Present	From (Month/Year)	To (Month/Year)	
Duties:					
Reason for leaving:			Supervisor Name & Title		Telephone
			May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Previous Employer		Employer's Address		Type of Business	
Title of Position	Salary		Dates of Employment		
	Beginning	Final	From (Month/Year)	To (Month/Year)	
Duties:					
Reason for leaving:			Supervisor Name & Title		Telephone
3. Previous Employer		Employer's Address		Type of Business	
Title of Position	Salary		Dates of Employment		
	Beginning	Final	From (Month/Year)	To (Month/Year)	
Duties:					
Reason for leaving:			Supervisor Name & Title		Telephone

## Please Read Before Signing

It is the policy of Cycle Systems to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, sex, disability, national origin, veteran status and other characteristic protected by Federal, State or Local law.

In connection with my employment application or contract for services with Cycle Systems, I understand that investigative background inquiries are to be made on myself including consumer, criminal, driving and other reports concerning my character and suitability for employment. These reports will include information as to my character, work habits, performance and experience along with reasons for termination of past employment from previous employers. Further, I understand that Cycle Systems will be requesting information from various federal, state, and other agencies which maintain records concerning my activities relating to my driving, credit, criminal, civil, and other experiences. I acknowledge that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. Such a request must be made in writing to the Human Resource Department within a reasonable time after the completion of this application. I further authorize the Cycle Systems to communicate with persons listed as references, former employers, and any others.

I authorize, without reservation, any party or agency contacted by Cycle Systems to furnish the above-mentioned information. I agree to hold such persons and Cycle Systems harmless with respect to any information they may give about me.

I certify that the answers given herein are true and complete. I also authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby understand and acknowledge that any employment relationship with Cycle Systems is of an "at will" nature, which means that I may resign at any time and Cycle Systems may discharge me at any time and for any reason, with or without cause or notice. It is further understood that this "at will" employment relationship may not be changed by any written documentation or by conduct unless such change is specifically acknowledged in writing and signed by the Cycle Systems President. I further acknowledge that any personnel manual, handbook, publication, policy, procedure, rule or regulation that may now or in the future apply to me is not contractual in nature and does not modify the foregoing at-will employment relationship.

Any offer of employment I may receive from Cycle Systems is contingent upon my successful completion of Cycle Systems' total pre-employment screening process, including satisfactory completion of any post-job offer pre-employment physical examination Cycle Systems may require. I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed, I may be required to submit to alcohol or drug screening.

In the event of employment, I understand that false, incomplete, or misleading information given in my resume, application or interview(s) may result in refusal of employment or immediate dismissal. I understand, also, that I am required to abide by all rules and regulations of the Cycle Systems. I agree to engage in no outside activity which would involve a conflict of interest with, or which could reflect adversely on Cycle Systems. I understand this decision rests exclusively with the Company in its sole discretion. If employed, I agree to hold in strictest confidence any confidential or proprietary information concerning the Company or its customers which may come to my knowledge.

This application will be given careful consideration, but acceptance of a completed form does not imply or guarantee employment.

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Signature/Date

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