



# Application For Employment

[An Equal Opportunity Employer]

Date of Application: \_\_\_\_\_ Referred by: \_\_\_\_\_

Position applying for: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Name - First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

How long have you lived at your current address?: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

If you are under 18, we require a work permit, can you furnish one? N/A YES NO

Have you ever worked for GK's Custom Polishing, Inc. before? YES NO

If yes, please explain: \_\_\_\_\_

I am able to work the designated hours as listed on the job description for the above position that I am applying for: YES NO

Are you eligible for work in this country? YES NO Date available to start work: \_\_\_\_\_

If offered a position, how much notice do you need to offer your current employer?: \_\_\_\_\_

Driver's license number: \_\_\_\_\_ State: \_\_\_\_\_ Is this valid: YES NO

Have you ever plead "guilty" or "no contest" to, or been convicted of a felony / misdemeanor / crime? YES NO

Do you have any history of alcohol (or) drug abuse? YES NO

If yes, please provide dates and details: \_\_\_\_\_

*[Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.]*

### Employment History

Provide the following information of your past three (3) employers, assignments or volunteer activities, **starting with most recent.**

1. Employer: \_\_\_\_\_ Start Date & End Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Telephone: \_\_\_\_\_

Starting/final job titles: \_\_\_\_\_ Starting/final salary: \_\_\_\_\_

Summarize job responsibilities: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact for reference: YES NO

Resigned with notice  Resigned without notice  Eligible for Re-hire? YES NO

Why you left: \_\_\_\_\_

Terminated: NO YES and why: \_\_\_\_\_

2. Employer: \_\_\_\_\_ Start Date & End Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Telephone: \_\_\_\_\_

Starting/final job titles: \_\_\_\_\_ Starting/final salary: \_\_\_\_\_

Summarize job responsibilities: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact for reference: YES NO

Resigned with notice  Resigned without notice  Eligible for Re-hire? YES NO

Why you left: \_\_\_\_\_

Terminated: NO YES & reason: \_\_\_\_\_

3. Employer: \_\_\_\_\_ Start Date & End Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Telephone: \_\_\_\_\_

Starting/final job titles: \_\_\_\_\_ Starting/final salary: \_\_\_\_\_

Summarize job responsibilities: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact for reference: YES NO

Reason for leaving: Resigned with notice  Resigned without notice  Eligible for Re-hire?: YES NO

Why you left: \_\_\_\_\_

Terminated: NO YES and why: \_\_\_\_\_

Will you receive a satisfactory reference from your current and all previous employers?: YES NO

Education:	Name and Location	Years Completed	List Degree or Diploma	Course of Study
High School				
College				
Other				

### Skills and Qualifications

Summarizes any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in position for which you are applying. \_\_\_\_\_

### References

Please include three (3) references that are not related to you.

Name	Telephone	Relationship	Number of Years Known

### Application Statement

I certify that all the information I have provided in order to apply for and secure employment with GK's Custom Polishing, Inc. is true, complete and correct. I understand that my falsification, omission, or misstatement of information on this application or at any time during the application process, may result in refusal to hire or if hired, termination.

I authorize investigation of all statements contained herein and the references listed above to give GK's Custom Polishing, Inc. any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing the same to you.

This application does not constitute an agreement or contract for employment for any specific period or duration. I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States. Employment with GK's Custom Polishing, Inc. is entered into voluntarily. All employment is at will, meaning that both the employee and GK's may terminate the employment relationship at any time, for any reason with or without cause or notice.

I certify that I have read, fully understand and accept all terms of the foregoing Application Statement. I agree to allow GK's Custom Polishing, Inc. to perform a background check.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICATION STATEMENT**

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