# EMPLOYMENT APPLICATION

## Applicant Information

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| --- | --- | --- | --- | --- | --- |
| Position Applied for: | Click or tap here to enter text. | Desired Salary: | $Click or tap here to enter text. | Weekly | Annually |

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| --- | --- | --- | --- | --- | --- |
| Full Name: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
|  | Last | First | M.I. |  |  |

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| --- | --- | --- |
| Address: | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Street Address | Apartment/Unit # |

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| --- | --- | --- | --- |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | City | State | ZIP Code |

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| --- | --- | --- | --- |
| Phone: | Click or tap here to enter text. | Email: | Click or tap here to enter text. |

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| Are you at least 18 years old? | YES | NO | Are you authorized to work in the U.S.? | YES | NO |

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| --- | --- | --- | --- | --- |
| Have you ever worked for this company? | YES | NO | If yes, when? | Click or tap here to enter text. |

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| --- | --- | --- | --- | --- | --- |
| Are you related (by blood, marriage, or law) to anyone who works for this company? | YES | NO | If yes, who? | Click or tap here to enter text. | Click or tap here to enter text. |
|  |  |  |  | Name | Position |

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| --- | --- | --- | --- | --- | --- |
| Were you referred by a current employee? | YES | NO | If yes, who? | Click or tap here to enter text. | Click or tap here to enter text. |
|  |  |  |  | Name | Position |

## Education

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| High School: | | Click or tap here to enter text. | | | | City/State: | | | Click or tap here to enter text. | | |
| From: | Click or tap to enter a date. | | To: | Click or tap to enter a date. | Did you graduate? | | YES | NO | | Degree: | Click or tap here to enter text. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| College: | | Click or tap here to enter text. | | | | City/State: | | Click or tap here to enter text. | | |
| From: | Click or tap to enter a date. | | To: | Click or tap to enter a date. | Did you graduate? | YES | NO | | Degree: | Click or tap here to enter text. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Graduate School: | | Click or tap here to enter text. | | | | City/State: | | Click or tap here to enter text. | | |
| From: | Click or tap to enter a date. | | To: | Click or tap to enter a date. | Did you graduate? | YES | NO | | Degree: | Click or tap here to enter text. |

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| Trade School: | | Click or tap here to enter text. | | | | City/State: | | Click or tap here to enter text. | | |
| From: | Click or tap to enter a date. | | To: | Click or tap to enter a date. | Did you graduate? | YES | NO | | Degree: | Click or tap here to enter text. |

## Previous Employment

Are you attaching a resume to this application?  YES  NO If yes, you may skip this section.

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| --- | --- | --- | --- |
| Company: | Click or tap here to enter text. | Phone: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. | Supervisor: | Click or tap here to enter text. |

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| --- | --- |
| Position(s) Held: | Click or tap here to enter text. |

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| --- | --- | --- | --- |
| Starting Salary: | $Click or tap here to enter text. | Ending Salary: | $Click or tap here to enter text. |

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| --- | --- |
| Responsibilities: | Click or tap here to enter text. |

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| From: | Click or tap to enter a date. | To: | Click or tap to enter a date. | Reason for Leaving: | Click or tap here to enter text. |

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| May we contact your previous supervisor for a reference? | | YES | NO | |  | |
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|  | |  |  | |  | |
| Company: | Click or tap here to enter text. | | | Phone: | | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. | | | Supervisor: | | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Position(s) Held: | Click or tap here to enter text. |

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| --- | --- | --- | --- |
| Starting Salary: | $Click or tap here to enter text. | Ending Salary: | $Click or tap here to enter text. |

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| --- | --- |
| Responsibilities: | Click or tap here to enter text. |

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| --- | --- | --- | --- | --- | --- |
| From: | Click or tap to enter a date. | To: | Click or tap to enter a date. | Reason for Leaving: | Click or tap here to enter text. |

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| --- | --- | --- | --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | | YES | NO | |  | |
|  | |  |  | |  | |
|  | |  |  | |  | |
| Company: | Click or tap here to enter text. | | | Phone: | | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. | | | Supervisor: | | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Position(s) Held: | Click or tap here to enter text. |

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| --- | --- | --- | --- |
| Starting Salary: | $Click or tap here to enter text. | Ending Salary: | $Click or tap here to enter text. |

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| --- | --- |
| Responsibilities: | Click or tap here to enter text. |

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| --- | --- | --- | --- | --- | --- |
| From: | Click or tap to enter a date. | To: | Click or tap to enter a date. | Reason for Leaving: | Click or tap here to enter text. |

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

## Professional Certifications

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| List all professional licenses, certifications, registrations with the date of issue and name of issuing organization. | | | | | | |
|  | |  | |  | |  |
| License/Certification/Registration Name: | Click or tap here to enter text. | | Issuing Organization: | | | Click or tap here to enter text. |
| License/Certification/Registration Number: | Click or tap here to enter text. | | Expiration Date: | | | Click or tap to enter a date. |
|  | |  | |  | |  |
|  | |  | |  |  | |
| License/Certification/Registration Name: | Click or tap here to enter text. | | | Issuing Organization: | | Click or tap here to enter text. |
| License/Certification/Registration Number: | Click or tap here to enter text. | | | Expiration Date: | | Click or tap to enter a date. |

## References

Please list three professional references. Do not list relatives, domestic partners, or former supervisors.

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| Full Name: | Click or tap here to enter text. | | | Relationship: | | Click or tap here to enter text. |
| Company: | Click or tap here to enter text. | | | Phone: | | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. | | | Dates Known: | | Click or tap here to enter text. |
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|  | |  |  | |  | |
| Full Name: | Click or tap here to enter text. | | | Relationship: | | Click or tap here to enter text. |
| Company: | Click or tap here to enter text. | | | Phone: | | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. | | | Dates Known: | | Click or tap here to enter text. |
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|  | |  |  | |  | |
| Full Name: | Click or tap here to enter text. | | | Relationship: | | Click or tap here to enter text. |
| Company: | Click or tap here to enter text. | | | Phone: | | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. | | | Dates Known: | | Click or tap here to enter text. |

## Military Service

Have you served or are you currently serving in the U.S. Armed Forces?  YES  NO If no, you may skip this section.

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| Branch: | Click or tap here to enter text. | From: | Click or tap to enter a date. | To: | Click or tap to enter a date. |

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| --- | --- | --- | --- |
| Rank at Discharge: | Click or tap here to enter text. | Type of Discharge: | Click or tap here to enter text. |

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| If other than honorable, explain: | Click or tap here to enter text. |

## Criminal History

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| Have you ever been convicted of (or pleaded guilty, or no contest or paid a fine for) ANY criminal offense of ANY type? *This includes but is not limited to felonies, misdemeanors, DWI, hunting offenses, domestic violence, and city or county ordinances.* | | YES | NO |
| If yes, list each offense, date of conviction or plea, and county/city and state of jurisdiction: |
| Click or tap here to enter text. | | | |

## Driving History

If the position you seek requires you to drive a vehicle, please answer the following questions.

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| --- | --- | --- |
| Do you have a valid driver’s license? | YES | NO |
| If yes, list state, number, and expiration date. Provide a current copy of your DMV record. | | | |
| Click or tap here to enter text. | | | |

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| Has your driver’s license, permit, or privileges ever been suspended, revoked, or cancelled? | | YES | NO |
| If yes, list state(s), date(s), and reason(s): |
| Click or tap here to enter text. | | | | |

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| In the last 3 years, have you ever been charged with any traffic-related offenses? | | YES | NO |
| If yes, list all offense(s), date(s), location(s), and result(s): |
| Click or tap here to enter text. | | | | |

If the position you seek requires you to operate a commercial motor vehicle, please answer the following questions.

|  |
| --- |
| Name of employers for whom you operated a commercial motor vehicle during the past 10 years: |
| Click or tap here to enter text. | |

Note: Be sure that these employers, addresses, dates of employment, and reasons for leaving are identified in the employment history section of the application.

|  |  |
| --- | --- |
| During the previous two years, have you: | |
| Had an alcohol test result of 0.04 alcohol concentration or greater? | | YES | NO |
| Had a verified positive controlled substance test result? | | YES | NO |
| Refused to take an alcohol or drug test? | | YES | NO |

## Equal Opportunity Employer (EOE)

E.T. Gresham Company is an equal opportunity employer. As such, we provide employment opportunities without regard to race, color, religion, national origin, gender, age, disability, veteran status, military service, or other characteristics protected by law.

## Important Information

The facts set forth above in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. E.T. Gresham Company is hereby authorized to make any investigation of my personal history and financial and credit record through investigative or credit agencies or bureaus of their choice.

There is rarely a contractual relationship between the Company and an employee. Unless such a written contract exists, each employee is considered and Employee-At-Will. Employee-At-Will means the Company reserves the right to terminate the employee’s relationship with the Company at any time for any or no reason.

In making this application for employment I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry includes information as to my general character, general reputation, personal characteristics, and mode of living. I understand 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 investigative consumer report.

## Acknowledgement and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

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| Written Name: | Click or tap here to enter text. | | |
| Signature: |  | Date: | Click or tap to enter a date. |