



# Application for Employment

**NOTICE:** INCOMPLETE, INCORRECT, OR FALSE STATEMENTS OR MATERIAL OMISSIONS ON THIS APPLICATION MAY RESULT IN REJECTION OF THIS APPLICATION OR DISCHARGE IF HIRED.

## Personal Information

Date \_\_\_\_\_ Social Security No. \_\_\_\_\_

Name \_\_\_\_\_  
 (First) (Middle) (Last)

Present Address \_\_\_\_\_ How long have you lived there? \_\_\_\_\_  
 (#) (Street) (City) (State) (Zip)

Previous Address \_\_\_\_\_ How long did you live there? \_\_\_\_\_  
 (#) (Street) (City) (State) (Zip)

Primary Phone Number ( ) \_\_\_\_\_ Check One: Home Phone  Cellular Phone

Secondary Phone Number ( ) \_\_\_\_\_ Check One: Home Phone  Cellular Phone

Email Address \_\_\_\_\_ Who referred you to this company? \_\_\_\_\_

List any friends or relatives working for us \_\_\_\_\_

If Hired, can you provide documentation of eligibility to work in the United States? Yes  No

If hired, do you have reliable means of transportation to get to work? Yes  No

## Employment Desired

Check One: Full Time  Summer  Part Time  (If part time, specify availability: \_\_\_\_\_)

Work Site Desired \_\_\_\_\_ Position \_\_\_\_\_ Date You Can Start \_\_\_\_\_

Can You Work Rotating Shifts? \_\_\_\_\_ If No, What Shift(s) Can You Work? \_\_\_\_\_

Are You Employed Now? \_\_\_\_\_ If So, May We Inquire With Your Present Employer? \_\_\_\_\_

Have You Ever Applied at Gilster-Mary Lee Before? \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_

Have You Ever Worked at Gilster-Mary Lee Before? \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_

Was This Employment Through a Temporary Staffing Agency? \_\_\_\_\_ If So, What Agency Did You Work For? \_\_\_\_\_

## Military Service

Period of Active Service: From \_\_\_\_\_ To \_\_\_\_\_ Branch \_\_\_\_\_

Nature of Duties \_\_\_\_\_

## References (Not Employers or Relatives)

Name \_\_\_\_\_ Occupation \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_

## Education

School's Name \_\_\_\_\_ Address \_\_\_\_\_ Last Grade Completed \_\_\_\_\_ Still Enrolled? \_\_\_\_\_

School's Name \_\_\_\_\_ Address \_\_\_\_\_ Last Grade Completed \_\_\_\_\_ Still Enrolled? \_\_\_\_\_

College \_\_\_\_\_ Degree \_\_\_\_\_ Field of Study/Major \_\_\_\_\_ Still Enrolled? \_\_\_\_\_

Further Education \_\_\_\_\_ Degree \_\_\_\_\_ Field of Study/Major \_\_\_\_\_ Still Enrolled? \_\_\_\_\_

# EMPLOYMENT RECORD – (Complete All Questions)

Present or Most Recent Employer: \_\_\_\_\_  
Phone Number ( \_\_\_\_ ) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Occupation \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Duties \_\_\_\_\_

Starting Date: \_\_\_\_\_  
Ending Date: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_  
Ending Salary: \_\_\_\_\_

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Next Previous Employer: \_\_\_\_\_  
Phone Number ( \_\_\_\_ ) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Occupation \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Duties \_\_\_\_\_

Starting Date: \_\_\_\_\_  
Ending Date: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_  
Ending Salary: \_\_\_\_\_

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Next Previous Employer: \_\_\_\_\_  
Phone Number ( \_\_\_\_ ) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Occupation \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Duties \_\_\_\_\_

Starting Date: \_\_\_\_\_  
Ending Date: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_  
Ending Salary: \_\_\_\_\_

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Next Previous Employer: \_\_\_\_\_  
Phone Number ( \_\_\_\_ ) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Occupation \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Duties \_\_\_\_\_

Starting Date: \_\_\_\_\_  
Ending Date: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_  
Ending Salary: \_\_\_\_\_

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**PLEASE LIST ANY ADDITIONAL JOBS ON A SEPARATE SHEET OF PAPER.**

**APPLICANT PLEASE READ CAREFULLY**

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Please answer all the questions on this form to the best of your ability. If you are employed, this application will become part of your permanent personnel record. We appreciate your interest as shown by you filling out this application.

- 1.) I agree to comply with all rules of the Company.
- 2.) All statements herein are true and correct and I have not knowingly withheld any fact which would, if disclosed, affect my application unfavorably. I understand that incorrect, incomplete or false statements, or material omissions of fact, on this application may result in rejection of this application or discharge, if I already am employed by the Company.
- 3.) I authorize the Company to conduct any investigation it deems necessary in connection with this application and I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any and all of them from any liability or damage whatsoever for providing such information. I further authorize the Company to use and release such information, without any liability for any damage whatsoever resulting either directly or indirectly from using or releasing such information.
- 4.) I understand that if hired by the Company, my employment is "at will," which means my employment can be terminated at any time for any reason by me or the Company and that nothing herein creates an employment contract.

Date \_\_\_\_\_ Signature \_\_\_\_\_