



EMPLOYMENT APPLICATION

Applicant Information

Name _____
Last First M. I. Soc. Security No.

Address _____
Street City, State Zip

Telephone _____ **Mobile** _____

Email _____

Position Applied for _____ **Date Available** _____

Type of employment desired Full-time Part-time Seasonal Temporary

Are you legally eligible for employment in the United States? Yes No

Have you failed or refused a DOT drug or alcohol screening in the past two years? Yes No

Have you ever been convicted of a felony? Yes No
If yes, please explain:

Have you ever worked for GPTC? Yes No
If yes, provide dates/positions:

Are you able to perform the essential functions of the job for which you are applying (with or without accommodations)? Yes No

This question is not designated to elicit information about an applicant's disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Employment History

Have you ever been terminated or asked to resign?

Yes

No

If yes, please explain:

Employer 1
(Most Recent)

Company _____

Phone _____

Dates of Employment _____

Address _____

Job Title _____

Salary _____

Supervisor _____

May we contact Yes No

Duties _____

Reason for leaving _____

Employer 2

Company _____

Phone _____

Dates of Employment _____

Address _____

Job Title _____

Salary _____

Supervisor _____

May we contact Yes No

Duties _____

Reason for leaving _____

Employment History (cont'd)

Employer 3

Company _____ **Phone** _____
Address _____ **Dates of Employment** _____
Job Title _____ **Salary** _____
Supervisor _____ **May we contact** Yes No
Duties _____

Reason for leaving _____

Employer 4

Company _____ **Phone** _____
Address _____ **Dates of Employment** _____
Job Title _____ **Salary** _____
Supervisor _____ **May we contact** Yes No
Duties _____

Reason for leaving _____

Explain any gaps in your employment.

Education

High School _____
Dates of Attendance _____
Diploma Type _____
City, State _____
Did you graduate Yes No

College _____
Dates of Attendance _____
Major/Degree _____
City, State _____
Did you graduate Yes No

Other _____
Dates of Attendance _____
Major/Degree _____
City, State _____
Did you graduate Yes No

Military Service

Branch _____
Dates of Service _____
Rank at Discharge _____

Special Skills/Related Information

Summarize any special training, skills, licensing, and/or certifications that you may have.

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract or employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

This company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his/her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any aspect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

Applicant's Signature

Date