

APPLICATION FOR EMPLOYMENT



EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION

DATE

NAME (LAST, FIRST, MIDDLE)		SOCIAL SECURITY NO. (Last 4 Digits Only)	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER () -	EMAIL ADDRESS	REFERRED BY	
IN CASE OF EMERGENCY NOTIFY:			PHONE NUMBER () -

EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU CURRENTLY EMPLOYED?	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?	
ARE YOU AVAILABLE TO WORK: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Both	ARE YOU AVAILABLE TO WORK: <input type="checkbox"/> Holidays <input type="checkbox"/> Weekends <input type="checkbox"/> Overtime	
HAVE YOU EVER APPLIED TO GILLISON'S BEFORE?	WHEN?	WHERE? BENZONIA TRAVERSE CITY HART

EDUCATIONAL HISTORY

NAME & LOCATION OF SCHOOL	YEARS ATTENDED	ARE YOU PRESENTLY ENROLLED?	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL				

GENERAL INFORMATION

SUBJECTS OF SPECIAL STUDY/ RESEARCH WORK OR SPECIAL TRAINING/SKILLS

WORK EXPERIENCE (START WITH MOST RECENT EMPLOYER – LIST AT LEAST 4 OR PAST 10 YEARS)

DATE (MONTH AND YEAR)	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

PRE-EMPLOYMENT QUESTIONAIR:

Are you a Veteran? ____ YES ____ NO; Honorable Discharge? ____ YES ____NO; Member of Reserve ____ YES ____NO

US Military or Naval Service? ____ YES ____ NO; Rank; _____

Are you a citizen of the United States? ____ YES ____ NO (Proof of citizenship or immigration status will be required upon employment)

Have you ever been convicted of a crime or felony? ____ YES ____ NO; When? ____ Explain _____

Have you previously been employed by Gillison's? ____ YES ____ NO; If yes, when and what position? _____

REFERENCES (Please exclude previous employers & family):

NAME	ADDRESS	PHONE NUMBER	RELATIONSHIP/YEARS KNOWN

Please list any friends/relatives working for us now:

NAME	RELATIONSHIP/YEARS KNOWN

HOW DID YOU HEAR ABOUT THIS JOB OPENING?

☐ Internet _____

☐ Newspaper ad _____

☐ Other _____

Do you have a valid Driver's License?

YES ☐ NO ☐

I understand that misrepresentations are sufficient cause for dismissal and declare the foregoing to be factual. I authorize the references and employers listed to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "*at will*" nature, which means that the Employee may resign at any time and the Employer may discharge at any time with or without cause. It is further understood that this "*at will*" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

Applicant's Signature _____ Today's Date _____

For internal office use only:

Hire date _____

Full Time ____ Part Time ____

Position _____

Wage/Salary _____

Manager _____

Orientation completed by: _____

Interviewed by: _____

Comments _____

On Date: _____