

**Applying for:**

- ☐ Road Crew
☐ Shop
☐ N/A

Application for Employment

PLEASE PRINT ALL INFORMATION
REQUESTED EXCEPT SIGNATURE

Please fill in the data fields on the PDF form and download/save it to your computer. Then, please email your saved form to whenley@gfpuhl.com.

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Candidates are subject to Pre-Employment Drug Screening

Date of application: _____

Name _____ Social Security: _____ - _____ - _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip Code)

Telephone: _____ Alternate Phone #: _____ E-mail Address _____

Position(s) applied for: _____

Referral Source (Please check the appropriate category and name the source.)

- ☐ Walk-in _____
☐ Employee _____
☐ Advertisement _____
☐ Company's Website _____
☐ Other Internet _____
☐ School _____

- ☐ Job Fair _____
☐ Staffing Agency _____
☐ Government
Employment Agency _____
☐ Other _____

Best time to call you is: _____
May we contact you at work?..... ☐ Yes ☐ No

If yes, work number and best time to call:

_____ ☐ AM
_____ ☐ PM

Have you ever been employed here before? ☐ Yes ☐ No
If yes, give dates From _____ To _____

Are you legally eligible for employment
in this country?..... ☐ Yes ☐ No

Date available for work: _____

What is your desired salary range or hourly rate of pay?
\$ _____ Per _____

Type of employment desired: ☐ Full-Time ☐ Part-Time
☐ Educational Co-op ☐ Seasonal ☐ Temporary

Will you relocate if job requires it?..... ☐ Yes ☐ No

Will you travel if job requires it?..... ☐ Yes ☐ No

If they have been explained to you,
are you able to meet the attendance
requirements of the position? ☐ N/A ☐ Yes ☐ No

Will you work overtime if required? ☐ Yes ☐ No

If no, please explain

Have you ever been bonded?.....☐ Yes ☐ No

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

Have you ever been convicted of a crime?.....☐ Yes ☐ No

If yes, explain the number of conviction(s), nature of offense(s), leading to conviction(s), how recently such offense(s), was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)? This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

☐ Yes ☐ No ☐ Need more information about the job's "essential functions" to respond

Have you entered into an agreement with any former employer or other party (such as a non-competition agreement) that might, in any way, restrict your ability to work for our company?

☐ Yes ☐ No

If yes, please explain

Do you have a driver's license? ☐ Yes ☐ No

Driver's License number _____ State of Issue _____ ☐ Operator ☐ Commercial (CDL) ☐ Chauffeur

Expiration Date _____

Have you had any accidents during the past three years? ☐ Yes ☐ No

How many? _____

Have you had any moving violations during the past three years? ☐ Yes ☐ No

How many? _____

Educational Background

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				<input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Certificate <input type="checkbox"/> GED <input type="checkbox"/> Other
College				<input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Certificate <input type="checkbox"/> GED <input type="checkbox"/> Other
Bus. Or Trade School				<input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Certificate <input type="checkbox"/> GED <input type="checkbox"/> Other
Professional School				<input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Certificate <input type="checkbox"/> GED <input type="checkbox"/> Other

Employment History

Starting with your most recent employer, provide the following information.

Name of employer Address City, State, Zip Code Phone Number	Name of last Supervisor	Employment dates	Pay or Salary <input type="checkbox"/> Hourly or <input type="checkbox"/> Salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, what you liked least and most about this company and job, advancements or promotions while you worked at this company.			

Name of employer Address City, State, Zip Code Phone Number	Name of last Supervisor	Employment dates	Pay or Salary <input type="checkbox"/> Hourly or <input type="checkbox"/> Salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, what you liked least and most about this company and job, advancements or promotions while you worked at this company.			

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		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, what you liked least and most about this company and job, advancements or promotions while you worked at this company.			

Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

Computer Skills (check appropriate boxes. Include software titles and years of experience.)

- ☐ Word Processing _____ Years: _____
- ☐ Spreadsheet _____ Years: _____
- ☐ Presentation _____ Years: _____
- ☐ Internet _____ Years: _____
- ☐ Other _____ Years: _____
- ☐ Other _____ Years: _____
- ☐ Other _____ Years: _____

References

List name and telephone number of three business/work references who you are not related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to you	Telephone	Number of years known.

Related Information

To what job-related organizations (professional, trade, etc.) do you belong?
Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any similarly protected status.

Organization	Offices Held

Related Information (continued)

List special accomplishment, publications, awards, etc. _____

Is there any other job-related information you want us to know about you? _____

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the 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 provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking gathering and using truthful and non-defamatory 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 a basis prohibited by applicable local, state or federal law.

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 same 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 for 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 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 that federal immigration laws require me to complete and 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 or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local law. This Company likewise does not tolerate harassment based on 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 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 respect, 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.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____