

EMPLOYMENT APPLICATION



It is the policy of **Gassmann Personnel Solutions Inc.** to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

APPLICANT INFORMATION:

Applicant Full Name: _____
Home Address: _____
City/State/Zip: _____
Number of Years at this address: _____
Daytime Phone: _____ Evening Phone: _____
Mobile Phone: _____
Social Security Number: _____
Driver's License Number (State/Number): _____

EMERGENCY CONTACTS:

Who should be contacted in case you are involved in an emergency?

1. Contact Name: _____
Relationship to you: _____
Address: _____
City/State/Zip: _____
Daytime Phone: _____ Evening Phone: _____

2. Contact Name: _____
Relationship to you: _____
Address: _____
City/State/Zip: _____
Daytime Phone: _____ Evening Phone: _____

JOB POSITION YOU ARE APPLYING FOR: _____

Full or Part time? _____

Salary desired? \$ _____ per _____

Who referred you to our Company? _____

Do you have any friends or relatives who work here? If yes, please list here:

Are you at least 18 years of age? Yes _____ No _____

How will you get to work? _____

Are you willing to work any shift, including nights and weekends? Yes _____ No _____

If no, please state any limitations: _____

If applicable, are you available to work overtime? Yes _____ No _____

If you are offered employment, when would you be available to start work? _____

If hired, are you able to submit proof that you are legally eligible for employment in the United States? ____ Yes ____ No

Are you able to perform the essential functions of the job position you seek with or without reasonable accommodation? _____ Yes _____ No

What reasonable accommodation, if any, would you request? _____

Will you consent to a mandatory controlled substance test? ____ Yes ____ No

Have you ever been convicted of a criminal offense (felony or misdemeanor)? ____ Yes ____ No

If yes, please state the nature of the crime(s), when and where convicted and the disposition of the case:

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

List your current or most recent employer first. Please list all jobs (including self-employment and military service) which you have held, beginning with the most recent, and explain any gaps of employment. If additional space is needed, continue on the back page of this application.

1. Employer Name: _____

Supervisor Name: _____

Address: _____

City/State/Zip: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____

2. Employer Name: _____

Supervisor Name: _____

Address: _____

City/State/Zip: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____

APPLICANTS EDUCATION AND TRAINING

College/University Name and Address

Did you receive a degree? ___Yes ___No If yes, degree(s) received: _____

High School/GED Name and Address

Did you receive a degree? _____ Yes _____ No

Other Training (graduate, technical, vocational):

Please list any current professional licenses or certifications that you hold:

Awards, Honors, Special Achievements:

Military Service: _____ Yes _____ No Branch: _____

REFERENCES

List three non-relatives who would be willing to provide a work reference for you.

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Relationship: _____

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Relationship: _____

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Relationship: _____

Please provide any other information that you believe should be considered, including whether you are bound by any agreement with any current employer:



CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be a basis for rejection of my application, or if employment commences immediate termination.

I authorize **Gassmann Personnel Solutions Inc.** to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its Owner, the employment relationship will be "at-will". In other words, the relationship will be entirely voluntary in nature, and either I or my employer will be able to terminate the employment relationship at any time and without cause. Without appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for no reasons of my choice. Similarly, my employer will have the right. Moreover, no agent, representative, or employee of **Gassmann Personnel Solutions Inc.**, except in a specific written contract of employment signed on behalf of the organization or by its Owner, has the power to alter or vary the voluntary nature of the employment relationship.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

APPLICANT SIGNATURE

DATE