

EMPLOYMENT APPLICATION

Gilmore Construction's policy is to provide every individual a fair and equal opportunity to seek employment and advancement at the Company without regard to race, color, religion, sex, age, national origin, marital status, disability, veteran status, ancestry, medical condition, sexual orientation, or citizenship status of qualified individuals. Gilmore Construction Company is an "Equal Opportunity Employer."

Personal Information			
First Name	Middle	Last Name	Social Security Number
Present Address		City/State/Zip Code	How long?
Do you have the legal right to work in the USA? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you over 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	Residence Phone Number	Emergency Contact & Phone Number

Job Interest
Are you seeking a <input type="checkbox"/> Full Time Position <input type="checkbox"/> Part-time Position
Date Available _____ Expected Salary _____
Position applying for _____
Have you ever been employed by Gilmore Construction? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give location and dates

Miscellaneous
Have you ever been convicted of a felony in the past ten years? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain: (Convictions are not an automatic bar to employment.)
Are you related to anyone employed by Gilmore Construction? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name(s)
Department

All Applicants

Please read carefully before signing

I certify that any information I give during the course of applying for employment is true and complete. I understand that any false, incorrect or misleading information, or the omission of any pertinent information including that given at the time my application may be considered as sufficient reason for my discharge, if hired. I further understand that this application is not and is not intended to be a contract of employment and that, if I am hired, my employment is at will and can be terminated by either me or the company, with or without notice for any or no reason. This application will be in effect for 60 days from the date indicated below and, if employment is not offered within the 60-day period, I understand that I must reapply to be considered for future employment. I also understand that this application for employment in no way obligates the company to employ me.

I hereby authorize Gilmore Construction Company to investigate my former employment and other references and to make any further investigations deemed necessary in connection with my application for employment and I do hereby release Gilmore Construction Company, and all informants of all liability whatsoever resulting from such investigations.

Supplement to employment application

I understand that an offer of employment is subject to my completion, satisfactory to the Company, of all pre-employment procedures, and submission of documentation establishing my right to work in the USA.

Signature _____ Date _____

Work History (Including Military) List name and address of all former employers, beginning with the most recent (Attach an additional sheet if necessary).

Employers Name, Address, & Telephone Number	Dates of Employment From/To	Position/Job Description	Rate of Pay Starting/Last	Reason for Leaving	Supervisor Name & Title
1.					
2.					
3.					
4.					
5.					

List any additional skills, knowledge, experience or other relevant qualifications:

References (Business and professional – Do not include relatives)

Name	Employer Position	Address	Telephone Number	Years Known

Drivers License (List unexpired license)

Drivers License No.	Expiration Date	State of Issue	Type or Class of License

Education				
Type of School	Name	Address / City / State	Graduated Yes / No	Degree or Certificate
High School				
Business, Trade, Technical, Vocational or Junior or Community College				
College or University				
Other Education Describe				

Experience		
What experience have you had that would benefit our company?		
Please check the following experience(s) that apply:		
	Years of experience	Other Skills Specify
<input type="checkbox"/> Proof Reading/Writing Skills	_____	_____
<input type="checkbox"/> Customer Service	_____	_____
<input type="checkbox"/> Human Resources	_____	_____
<input type="checkbox"/> Administrative	_____	_____
<input type="checkbox"/> Management	_____	_____
<input type="checkbox"/> Other _____	_____	_____
Do you have any commitment to or interest with another employer or business, which might affect your employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:		

ADMINISTRATIVE SKILLS			
<input type="checkbox"/> CRT	<input type="checkbox"/> Fax	Machinery (List)	Other Software (List)
<input type="checkbox"/> PC	<input type="checkbox"/> PowerPoint	_____	_____
<input type="checkbox"/> 10-key	<input type="checkbox"/> Excel	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Publisher	_____	_____
<input type="checkbox"/> PBX System	<input type="checkbox"/> MS Word	_____	_____