

Application Date: _____

Referral Source Current Employee Former Employee Indeed.com Other _____

PERSONAL INFORMATION

Name: _____ Social Security Number: _____
Last First MI

Current Address: _____
Street City State Zip

Email Address: _____

Phone Number: _____ Are you 18 years of age or older? Yes No

Are You Legally Eligible to Work in the United States? Yes No

PROOF OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES WILL BE REQUIRED AFTER BEING HIRED.

EMPLOYMENT DESIRED

Position(s): _____

Shift Preferred: Mon - Thur (AM) Mon - Thur (PM) Fri - Sun (AM) Fri - Sun (PM) Other

Date You Can Start? _____ Salary/Wage Desired: _____

Are You Employed Now? Yes No If Yes, May We Inquire of Your Present Employer? Yes No

Have You Ever Applied to this Company Before? Yes No If Yes, When? _____

Have You Ever Worked for this Company Before? Yes No If Yes, When? _____

Reason for Leaving: _____

EDUCATION

	Name and Location of School	Circle Last Year Completed	Did You Graduate?	Subjects Studied and Degree(s) Received
High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Additional information you feel may be helpful to us in considering your employment:

Summarize special skills and qualifications acquired from employment or other experience:

EMPLOYMENT EXPERIENCE Start with your present or last job. Include military service assignments & volunteer activities.

Employer:

Address:

Hire Date:

End Date:

Supervisor Name:

Telephone Number:

Job Title:

Duties Performed:

Reason for Leaving:

Employer:

Address:

Hire Date:

End Date:

Supervisor Name:

Telephone Number:

Job Title:

Duties Performed:

Reason for Leaving:

Employer:

Address:

Hire Date:

End Date:

Supervisor Name:

Telephone Number:

Job Title:

Duties Performed:

Reason for Leaving:

EMPLOYMENT EXPERIENCE (Continued)

Employer:

Address:

Hire Date:

End Date:

Supervisor Name:

Telephone Number:

Job Title:

Duties Performed:

Reason for Leaving:

Employer:

Address:

Hire Date:

End Date:

Supervisor Name:

Telephone Number:

Job Title:

Duties Performed:

Reason for Leaving:

Employer:

Address:

Hire Date:

End Date:

Supervisor Name:

Telephone Number:

Job Title:

Duties Performed:

Reason for Leaving:

Please list all employers. If you need additional space, continue on a separate sheet of paper.

REFERENCES

Name	Address	Telephone Number	Occupation

List any current General Grind Team Members you would like to use as a reference:

AUTHORIZATION

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, religion, sex/gender (including pregnancy), age, national origin, disability, citizenship, veteran status, genetics, sexual orientation, gender identity, or any other legally protected category. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.

I authorize the Company to thoroughly investigate all statements contained in my application or resume, and I authorize my employers, former employers, and references to disclose information regarding my employment and character to the Company, without giving me prior notice of such disclosure. I release the Company, any employers, former employers, and all references listed above from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure.

In consideration of my employment I agree to conform to the rules and regulations of General Grind and Machine, Inc., and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the Company's option. I also understand and agree that the Company may change the terms and condition of my employment, with or without cause and with or without notice at any time. I understand that no Company representative other than the President, and then only when in writing and signed by the President, has the authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to the foregoing."

Applicant's Signature: _____ Date: _____

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Position Considered: _____

Interviewed By: _____

Interview Date: _____

Accepted for Employment: _____

Comments: _____
