

Application For Employment

Military Experience:

Have you served in the military? ☐ Yes ☐ No Which Branch? _____
Specialty: _____ Date Entered: _____ Discharge Date: _____
Military Commitment: Do you a military commitment, including the National Guard that would influence your work schedule? ☐ Yes ☐ No
If yes, explain: _____

Driving Experience:

Do you have a Driver's License? ☐ Yes ☐ No ☐ Operator ☐ Commercial (CDL) ☐ Chauffeur
Driver's License No.: _____ State of Issue: _____ Expiration Date: _____
Driver's license restrictions? ☐ Yes ☐ No If Yes, List: _____
What is your means of transportation to work? _____
Have you had any accidents during the past three years? ☐ Yes ☐ No If yes, how many? _____
Have you had any moving violations during the past three years? ☐ Yes ☐ No If yes, how many? _____
By signing below, if hired you authorize either G&M Services to periodically check your driving record.
Signature: _____ Date: _____

Educational Experience:

List last three (3) schools you attended, beginning with the most recent

<u>Type of School</u>	<u>Name of School and Address</u>	<u>Years Completed</u>	<u>Major or Degree</u>
Elementary: _____	_____	_____	_____
High School: _____	_____	_____	_____
College: _____	_____	_____	_____
Business or Trade: _____	_____	_____	_____
Professional School: _____	_____	_____	_____

References:

Please list two references other than relatives or previous employers.

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Telephone: _____	Telephone: _____

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Work Experience:

Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give the name of firm. Attach additional sheets if necessary.

Name of Employer: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

Supervisor: _____ Reason for Leaving: _____

Employment Dates: From: _____ To: _____ Salary: Start: _____ Final: _____

Position/Job Title: _____

May we contact your present employer? ☐ Yes ☐ No

List jobs you held, duties performed, skills used or learned, and advancements or promotions.

Name of Employer: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

Supervisor: _____ Reason for Leaving: _____

Employment Dates: From: _____ To: _____ Salary: Start: _____ Final: _____

Position/Job Title: _____

List jobs you held, duties performed, skills used or learned, and advancements or promotions.

Name of Employer: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

Supervisor: _____ Reason for Leaving: _____

Employment Dates: From: _____ To: _____ Salary: Start: _____ Final: _____

List jobs you held, duties performed, skills used or learned, and advancements or promotions.

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General:

Have you ever held office or been part of a union? ☐ Yes ☐ No

If yes, explain: _____

List any foreign language(s) you speak and check your level of familiarity.

_____ ☐ Speak some ☐ Speak fluently ☐ Read ☐ Write

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Emergency Contact Information:

Contact 1: _____
Last First Middle

Address: _____

_____ City State Zip

Relationship: _____

Home phone: (____) _____ Work Phone: (____) _____

.....
Contact 2: _____
Last First Middle

Address: _____

_____ City State Zip

Relationship: _____

Home phone: (____) _____ Work Phone: (____) _____

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By signing below, you are acknowledging that all information contain within this application is true and correct to the best of your knowledge.

Signature: _____ Date: _____



Job Applicant Rating

Office Use Only:

Applicant: _____

Position: _____

Company Position is for: ☐ Concrete Operations ☐ Firestop Operations ☐ Administration

Other Skills: _____

Use the following scale to rate applicant's qualifications:

(5) Excellent (4) Above Average (3) Fully Qualified (2) Below Average
 (1) Unacceptable (0) Unobserved

____ Education

____ Integrity

____ Experience

____ Interpersonal Skills

____ Attention to Detail

____ Learning Ability

____ Cooperation

____ Stress Tolerance

____ Initiative

____ Verbal Communication

Overall:

____ Exceptional ____ Strong ____ Acceptable ____ Weak ____ Totally Unacceptable

Recommendation:

____ Hire ____ Reject ____ Other: _____
