

G.E. MARSHALL, INC.

Employment Application



APPLICANT INFORMATION			
Last Name	First Name	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available		Desired Salary	
Position Desired	Full-Time <input type="checkbox"/>		Part-Time <input type="checkbox"/>
Are you legally eligible for employment in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/> Proof of identity/eligibility will be required upon employment.			
Are you at least 18 years of age? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, you may be required to provide authorization to work.			
Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?			
Are you related to any current employee? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, their name & relationship to you?			
If required, do you have a valid driver's license? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Do you belong to a union? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, which Local?			

EDUCATION			
High School		City/State	
No. of Years Completed?	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		City/State	
No. of Years Completed?	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		City/State	
No. of Years Completed?	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other credentials/licenses/memberships/professional affiliations, etc., which are relevant to the job for which you are applying (Omit any organization which reflects your race, color, religion, sex, national origin, age, disability, genetics, or other protected class).			

SKILLS
<p>List technical skills, clerical skills, trade skills, etc., relevant to this position and note your level of proficiency (basic, intermediate, expert). Office Applicants: Include relevant software programs and computer systems of which you have a working knowledge. Field Applicants: Include equipment you are experienced in operating and type of trucks/trailers you are experienced in driving.</p>

PREVIOUS EMPLOYMENT (List Last Employer First)			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Additional Information	

RECORD OF CONVICTION	
Have you ever been convicted of a felony?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, explain:	
Have you ever been convicted of a crime other than minor traffic offense?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, explain:	
A conviction will not necessarily disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of crime, and rehabilitation will be considered.	

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

ADDITIONAL INFORMATION

Application forms sometimes make it difficult for an individual to adequately summarize a complete background. Use the space below to provide any additional information necessary to describe your full qualifications for the position for which you are applying.

EQUAL EMPLOYMENT OPPORTUNITY

G.E. Marshall, Inc. is an equal employment opportunity employer. In compliance with federal and state equal employment opportunity laws, qualified applicants will receive consideration for positions, without regard to their race, religion, sex, sexual orientation, gender identity, color, national origin, age, disability, veteran status, or other legally protected class.

DISCLAIMER, ACKNOWLEDGEMENT, AND SIGNATURE

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.

I hereby authorize any person, organization, or company listed in my application to give all information concerning my previous employment, education, qualification, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and release all such parties from all liability that may result from furnishing such information to you. I authorize you to request and receive such information.

In consideration for my employment and my being considered for employment by your company, I agree to adhere to the rules and regulations of the company and hereby acknowledge that these rules and regulations may be changed by your company at any time, at the company's sole option and without any prior notice.

I acknowledge that my employment may be terminated, and any offer of employment, if such is made, may be withdrawn, with or without prior notice, at any time, at the option of either the company or myself.

I understand that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to assure or make some other personnel move, either prior to commencement of employment or after I have become employed, or to assure any benefits or terms and conditions of employment, or to make any agreement, that is contrary to the foregoing.

Signature

Date

Completion of this form is Voluntary.

G.E. Marshall, Inc. is an Equal Opportunity / Affirmative Action employer. We consider all qualified applicants for all positions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other legally protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

This information is used in an effort to comply with required record keeping and to ensure that our requirement efforts reach all segments of the population. This information will not be considered with your application and will remain in a separate confidential file.

Again, this information is provided on a voluntary basis. Not providing this information will not affect your application. Thank you for your assistance.

Date: _____

Gender:

Male Female I choose not to disclose

Ethnicity: If you are Hispanic or Latino, please check this box:

Race: If you did not select the Hispanic/Latino box, please check one or more of the Race categories:

- Asian
- Black / African American
- American Indian / Alaskan Native
- Native Hawaiian / Pacific Islander
- White
- Not Disclosed

Any questions regarding Equal Opportunity / Affirmative Action Policy should be addressed to the Affirmative Action Program Coordinator at G.E. Marshall, Inc.