



APPLICATION FOR EMPLOYMENT

• An Equal Opportunity Employer •

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status or disability.

PRINT ALL INFORMATION LEGIBLY

Name: _____ Email: _____
Last First Middle

Address: _____
Street City State Zip Code

Telephone No. (with Area Code): _____ Cell Phone No. (with Area Code): _____

Are you 18 years of age or older? Yes No

Are you legally entitled to hold employment of the kind for which you are applying in the United States? Yes No

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR (other than minor traffic violations)? Yes No
If "Yes", where and for what offense(s) were you convicted? _____

A conviction will not necessarily be a bar to employment. Factors such as date, nature and number of offenses, age at the time of offense and rehabilitation will be considered.

EMPLOYMENT DESIRED

POSITION (S)	DATE YOU CAN START	COMPENSATION DESIRED \$	
ARE YOU EMPLOYED NOW?	WHERE?	CURRENT PAY	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?
ARE YOU APPLYING FOR FULL OR PART TIME?		IF PREVIOUSLY EMPLOYED BY US - WHEN?	

List names of any relatives currently / previously employed at GEMCITY Engineering and Manufacturing (GEM): _____

Did a current GEM employee refer you? Yes No Name: _____

EDUCATION

	Name and Location of School	No. Years Attended	*Did you graduate?	*Subjects Studied and Degree Received
High School				
College				
Trade, Business Or Correspondence School				

*Degree of educational achievement is considered in the hiring process only to the extent that specific educational achievement is a requirement for performing the job.

SKILLS List any additional special skills or abilities that you have which relate to the job for which you are applying: _____

U.S. MILITARY SERVICE DATA:

Branch: _____ Years Served: _____

List Special Training or Skills: _____

FORMER EMPLOYERS List below last four employers, starting with last one first. Writing "See Resume" is not acceptable. Please use an additional sheet if necessary to cover the past 10 years of employment. **Additionally, attach a professional resume is encouraged.**

DATE, MONTH & YEAR	NAME AND ADDRESS OF EMPLOYER	WAGE RATE	POSITION	REASON FOR LEAVING
From To				
From To				
From To				

REFERENCES Give the names of three persons not related to you, whom you have known at least one year.

NAME	PHONE NUMBER & EMAIL	POSITION/BUSINESS	YEARS ACQUAINTED

AAP/EEO STATEMENT

Gem City Engineering and Manufacturing provides equal opportunity(EEO) to all persons regardless of age, color national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. In addition, Gem City Engineering and Manufacturing will provide reasonable accommodations for qualified individuals with disabilities.

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION:

I affirm that I am making this application because I am sincerely interested in being hired by GEMCITY Engineering & Manufacturing (hereby known as "the COMPANY") and not for any other purpose.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, incomplete, false or misleading statements on this application shall be grounds for dismissal at any time in the future. I understand this application becomes part of my official employment record, if hired.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand that pursuant to the company's job application process I may be required to undergo drug testing. I further understand that if I refuse to take or fail the drug test, I am disqualified from further employment consideration. I hereby knowingly and voluntarily consent to the company's request to undergo drug testing. I further release the company and its officers, agents, representatives and employees from any and all claims and liability for damages associated with or arising from my submission to these tests.

I understand additional documentation will be required as a pre-condition for employment and that I may be required to submit to a drug screen, pre-employment physical and background security check. I understand and agree that my completion of this form does not guarantee that the COMPANY will offer me employment. I further understand and agree that if I am hired I am required to read and abide by all rules and regulations of the COMPANY governing the conduct of its employees, including those set forth in the COMPANY Employee Handbook.

My signature below certifies that I have read and understand the foregoing and to the best of my knowledge and belief, the information on this form is true and correct.

Signature: _____ Date: _____