

NAME _____

DATE _____

POSITION DESIRED _____



APPLICATION FOR EMPLOYMENT

*Please complete all information on this application.
We will accept a resume with this form but not as a substitute for it.*

**Goldrich & Kest Industries, LLC is An Equal Opportunity Employer.
We Do Not Discriminate Because Of Race, Creed, Color, Gender, Pregnancy Or Related Condition, Age,
National Origin, Disability, Medical Condition, Marital Or Veteran Status, Religion, Sexual Orientation,
Or On Any Other Characteristic Protected By State Or Federal Civil Rights Laws.**

Please complete. Please print legibly.

LAST NAME		FIRST	MIDDLE	DATE OF APPLICATION
PRESENT ADDRESS		CITY	ZIP CODE	YEARS HERE
HOME TELEPHONE ()		WORK TELEPHONE ()		CHECK ONE <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMP
		HOW DID YOU LEARN OF THIS JOB OPENING?		HOURS DESIRED
				SALARY DESIRED

PERSONAL DATA

ARE THERE ANY OTHER NAMES THAT YOU HAVE ASSUMED OR PREVIOUSLY USED IN CONNECTION WITH YOUR WORK?
 NO YES IF YES, IDENTIFY YOUR OTHER NAME(S) AND THE NAME(S) OF THE EMPLOYERS AND RELEVANT DATES DURING WHICH YOU USED THE NAME(S).

ARE ANY RELATIVES OR MEMBERS OF YOUR HOUSEHOLD CURRENTLY EMPLOYED BY US?
 NO YES IF YES, WHAT IS THEIR NAME/POSITION

DO YOU HAVE THE LEGAL RIGHT TO WORK AND BE EMPLOYED IN THE U.S.?
 NO YES (PROOF OF IDENTITY AND LEGAL AUTHORITY TO WORK IN U.S. IS A CONDITION OF EMPLOYMENT)

IF UNDER 18 YEARS OF AGE, CAN YOU SUBMIT A WORK PERMIT UPON EMPLOYMENT?
 NO YES

HAVE YOU EVER BEEN CONVICTED OF A FELONY?
 NO YES IF YES, PLEASE STATE THE DATE OF CONVICTION, THE COURT, THE CHARGE(S) AND AN EXPLANATION BELOW. (CONVICTION OF A FELONY IS NOT AN AUTOMATIC BAR TO EMPLOYMENT; EACH CASE IS CONSIDERED ON ITS OWN MERITS.)

HAVE YOU EVER BEEN TERMINATED, DISMISSED OR FORCED TO RESIGN FROM ANY POSITION OF EMPLOYMENT?
 NO YES IF YES, PLEASE IDENTIFY THE EMPLOYER(S) AND THE REASONS FOR TERMINATION, DISMISSAL OR RESIGNATION?

IN EMERGENCY NAME
 NOTIFY:

ADDRESS	CITY	HOME PHONE ()	WORK PHONE ()
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SKILLS

TYPE? <input type="checkbox"/> NO <input type="checkbox"/> YES WPM _____	COMPUTER? <input type="checkbox"/> NO <input type="checkbox"/> YES	OTHER MACHINES <input type="checkbox"/> _____
10 KEY? <input type="checkbox"/> NO <input type="checkbox"/> YES	SOFTWARE PROGRAMS? _____	<input type="checkbox"/> _____

OTHER SKILLS/
 TRAINING, INCLUDING
 BILINGUAL ABILITY:

ADDITIONAL INFORMATION

LIST MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS EXCLUDING THOSE WHOSE NAMES INDICATE RACE, RELIGIOUS CREED, COLOR, NATIONAL ORIGIN OR ANCESTRY OF ITS MEMBERS.

PROFESSIONAL LICENSES - IF ANY - TYPE AND EXPIRATION DATE

IF DRIVING A PERSONAL OR COMPANY VEHICLE IS REQUIRED FOR YOUR POSITION: DO YOU HAVE A VALID DRIVER'S LICENSE? <input type="checkbox"/> NO <input type="checkbox"/> YES	LIST TRAFFIC VIOLATIONS (LAST 3 YEARS) INSURANCE CARRIER AND POLICY #: _____
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MILITARY EXPERIENCE IN ARMED FORCES OF THE UNITED STATES - NO YES - IF YES, COMPLETE BELOW

SERVICE BRANCH	INITIAL RANK	FINAL RANK	SPECIALTY
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ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING WITH OR WITHOUT REASONABLE ACCOMMODATION?
 NO YES

EMERGENCY MEDICAL INFORMATION - IS THERE ANY INFORMATION YOU WISH US TO HAVE AVAILABLE IN CASE OF AN EMERGENCY?

I HEREBY AFFIRM THAT THE INFORMATION PROVIDED ON THIS APPLICATION (AND THE ACCOMPANYING RESUME, IF ANY) IS TRUE AND COMPLETE TO BEST OF MY KNOWLEDGE, AND I AGREE TO HAVE ANY OF THE STATEMENTS CHECKED BY GOLDRICH & KEST INDUSTRIES, LLC OR ITS REPRESENTATIVES. I UNDERSTAND THAT PROVIDING ANY FALSE OR MISLEADING INFORMATION OR ANY OMISSIONS MAY DISQUALIFY ME FROM FURTHER CONSIDERATION FOR EMPLOYMENT AND MAY RESULT IN MY IMMEDIATE TERMINATION EVEN IF DISCOVERED AT A LATER DATE.

I AGREE THAT GOLDRICH & KEST INDUSTRIES, LLC AND MY PREVIOUS EMPLOYERS SHALL NOT BE HELD LIABLE IN ANY RESPECT IF ANY EMPLOYMENT OFFER IS NOT TENDERED, IS WITHDRAWN OR MY EMPLOYMENT IS TERMINATED DUE TO THE FALSITY OR INCOMPLETENESS OF THE STATEMENTS IN THIS APPLICATION FORM. I UNDERSTAND THAT AS A CONDITION OF EMPLOYMENT, I MAY BE REQUIRED PRIOR TO AND DURING EMPLOYMENT TO TAKE AND PASS DRUG AND ALCOHOL TESTS.

I UNDERSTAND THAT THE BENEFITS AND RULES AND REGULATIONS OF GOLDRICH & KEST INDUSTRIES, LLC MAY BE CHANGED, MODIFIED, DELETED OR ADDED TO BY GOLDRICH & KEST INDUSTRIES, LLC AT ANY TIME AT THE SOLE OPTION OF GOLDRICH & KEST INDUSTRIES, LLC AND WITHOUT PRIOR NOTICE. I UNDERSTAND THAT MY EMPLOYMENT IS **TERMINABLE AT-WILL** WHICH MEANS THAT I WILL NOT BE EMPLOYED FOR ANY SPECIFIED TIME, AND THAT I MAY QUIT, AND GOLDRICH & KEST INDUSTRIES, LLC MAY END MY EMPLOYMENT AT ANY TIME, WITHOUT ADVANCE NOTICE AND WITH OR WITHOUT CAUSE. I UNDERSTAND THAT NO EMPLOYEE OR REPRESENTATIVE OF GOLDRICH & KEST INDUSTRIES, LLC HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT CONTRARY TO THE FOREGOING UNLESS THE AGREEMENT IS IN WRITING AND IS SIGNED BY BOTH THE OWNER OR DESIGNEE ON BEHALF OF GOLDRICH & KEST INDUSTRIES, LLC AND ME.

I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE STATEMENT, UNDERSTAND IT, AND THAT ALL INFORMATION SUBMITTED ABOVE IS TRUE, CORRECT AND COMPLETE AND SUBJECT TO COMPLETE VERIFICATION.

SIGNATURE OF APPLICANT

DATE

APPLICANT CONSENT

A condition of employment is satisfactory completion of a pre-employment drug/alcohol test. All applicants are required to provide a urine sample for such testing. Refusal to complete the pre-employment drug/alcohol test will prevent an applicant from being employed.

Please fill out the following:

Name _____ Social Security Number _____

CONSENT

I consent to giving a sample of my urine and I authorize Goldrich & Kest Industries, LLC to submit the sample to its designated medical laboratory for testing for alcohol and drugs. Results of the test shall be confidential and released to the Human Resources Department of Goldrich & Kest Industries, LLC.

Applicant's Signature

Witness's Signature

Date

Date

REFUSAL

I hereby refuse to authorize testing of my urine for alcohol or drugs. I understand that my refusal means that I cannot complete my pre-employment drug/alcohol test and therefore cannot be considered for employment by Goldrich & Kest Industries, LLC.

Applicant's Signature

Witness's Signature

Date

Date