

# GENERAL DATA COMPANY, INC.

## APPLICATION FOR EMPLOYMENT

General Data Company, Inc. maintains a policy of non-discrimination for all employees and applicants in every facet of the company's operations. In compliance with federal and state laws, General Data Company, Inc. hires, trains, and promotes all qualified employees without unlawful discrimination on the basis of race, color, sex, gender identity, sexual orientation, pregnancy, age, religion, citizenship, national origin, disability, or genetic information. All qualified applicants will be given equal opportunity and selection decisions are based solely on job-related factors.

**Instructions:** Please print legibly and complete all questions.

Date: \_\_\_\_\_

### PERSONAL INFORMATION

Name (Full – First, MI, Last)					
Street Address					
City		State	Zip	County	
Home Phone		Mobile Phone		Email	
Position Applied For:			Shift Preference:	1st	2nd
		3rd			
Can You Work Any Shift?	Yes	No	If no, please explain:		
Wage/Salary Desired: \$		What type of job are you looking for?	Full-Time	Part-Time/Hours weekly	Co-Op/Internship
What date are you available to start work?			Are you available to work if overtime work is necessary?		No
		Yes			
How did you find out about the General Data Company?					
Do you have any friends or relatives currently working for the company?		Yes	No	If yes, please provide their name and relationship:	
Have you applied here before?		Yes	No	If so, give date:	
Have you previously been employed by our company?		Yes	No	If so, give date:	
Are you at least 18 years old?	Yes	No	If you are under 18, can you furnish a work permit?	Yes	No
				Not Applicable	
If hired, can you furnish proof that you are eligible to work in the United States?				Yes	No
If hired for a position that involves operating a company vehicle, can you furnish proof of a valid driver's license?			Yes	No	If not, please describe why not:
Do you have a reliable means of transportation to and from work?		Yes	No	Are you currently on lay-off and subject to recall?	
				Yes	No

## EMPLOYMENT HISTORY

*Instructions:* Please print and list all employers including gaps in employment, Military Service, etc. starting with your present or most recent position. (Account for all periods of unemployment.) This section needs to be completed in its entirety even if providing a resume.

Are you currently employed?	Yes	No	If so, may we contact your present employer?	Yes	No
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<u>Present or Last Position</u>	Name of Company		From Mo/Yr	To Mo/Yr	
Street Address:		City		State	Zip
Duties:		Reason for Leaving:			
Starting Pay \$	Ending Pay \$		Bonus \$	Commission \$	
Name and Title of Supervisor			Phone Number of Supervisor		

<u>Next Previous Position</u>	Name of Company		From Mo/Yr	To Mo/Yr	
Street Address:		City		State	Zip
Duties:		Reason for Leaving:			
Starting Pay \$	Ending Pay \$		Bonus \$	Commission \$	
Name and Title of Supervisor			Phone Number of Supervisor		

<u>Next Previous Position</u>	Name of Company		From Mo/Yr	To Mo/Yr	
Street Address:		City		State	Zip
Duties:		Reason for Leaving:			
Starting Pay \$	Ending Pay \$		Bonus \$	Commission \$	
Name and Title of Supervisor			Phone Number of Supervisor		

<u>Next Previous Position</u>	Name of Company		From Mo/Yr	To Mo/Yr	
Street Address:		City		State	Zip
Duties:		Reason for Leaving:			
Starting Pay \$	Ending Pay \$		Bonus \$	Commission \$	
Name and Title of Supervisor			Phone Number of Supervisor		

**EDUCATION/MILITARY**

<u>High School</u>  City/State	Did you graduate?	Yes	No
	If no, did you get your GED?	Yes	No

	Major	GPA	Degree
<u>Business/Technical School</u>  City/State			

<u>College/University</u>  City/State			
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<u>College/University</u>  City/State			
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	Skills/duties	Rank	Years of Service
<u>Military</u>  Branch			

**CURRENT OR FUTURE EDUCATION PLANS**

Are you pursuing or planning to pursue further education?	Yes	No	Where?			
If so, when?			Day	Night	Part-Time	Full-Time
Course of Study?						

**OTHER SKILLS**

<u>List other job-related skills, educational institutions, licenses, certifications, specialized training, apprenticeship, or any additional information:</u>
<u>Please list Computer Programs used:</u>
<u>Why do you believe that General Data Company should hire you?</u>

## AGREEMENT

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information or significant omissions on either this application or during the pre-employment process will result in my application being rejected, or, may be cause for subsequent dismissal if I am hired.

I also understand that any offer of employment is conditioned on pre-employment procedures, which may include a background check, tests and documentation. I will, upon request, sign all necessary consent and authorization and release forms. I voluntarily and knowingly authorize the company and/or its agents, to verify any aspect of the information contained in my employment application or through public and private sources. I authorize any third party organization to perform a consumer report and background investigation. I also authorize and consent any companies, schools or persons listed on this application (or accompanying resume) to give any information regarding my employment, qualifications and character to General Data Company, Inc. I understand that the employment information may include, but is not necessarily limited to, performance evaluation and reports, job descriptions, disciplinary reports, letters of reprimand, and opinions regarding my suitability for employment.

I voluntarily and knowingly, fully release and discharge, absolve, indemnify and hold harmless you, your agents and any former employer, person, firm, corporation, school or government agency, its officers, employees and agents from any and all claims, liability, demands, causes of action, damages, or costs, including attorney's fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release of any such information to you, your agents, or consumer reporting agency.

In consideration of my employment, I agree to conform to the policies and procedures of the company. I understand that in accepting this application, the company is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered. Furthermore, if employed, I understand that I am employed at will and that my employment and compensation can be terminated with or without reason, and with or without notice at any time.

I understand that this application will be kept on file for 2 months from the date completed, after which time I would have to reapply in accordance with established company procedures

I certify that I have read, understand and will adhere to the statements above.

\_\_\_\_\_ Signature of Applicant \_\_\_\_\_ Date

<b>PLEASE DO NOT WRITE BELOW THIS LINE</b>	
<b>Interview Results:</b>	
Accepted for employment:	Yes _____ No _____
Position: _____	Shift: _____
Starting Rate: _____	Date Scheduled to Start Work: _____
Interview Comments: _____	
Interviewed by: _____	Date: _____