

G.W. BERKHEIMER., INC.

APPLICATION FOR EMPLOYMENT

Date of Application _____



To The Applicant: We are an equal employment opportunity company. We are dedicated to a policy of non-discrimination in employment on any basis including orientation, race, creed, color, age, gender, religion, disability or national origin.

Please fill out all sections of this form completely in your own handwriting or printing. (All information will be treated confidentially).

Type of Employment Desired

- Full time
- Part time
- Temporary
- Seasonal
- Educational Co-Op

Position(s) applied for _____

Referral Source

- Advertisement
- Walk In
- Employee
- Private Employment Agency
- Government Employment Agency
- Other

Name of source (if applicable) _____

1. IDENTIFYING AND PERSONAL DATA

Last Name			Telephone ()	
First Name			Middle Initial	
Present Street Address				
City		State	Zip	How Long?
Previous Street Address				
City		State	Zip	How Long?

Have you ever been known by any other name(s)? If so, please list: _____

Have you filed an application for employment here before? If yes, give dates _____

Have you ever been employed by this company before? If yes, give dates (from/to) _____

If you are under 18, can you provide required proof of your eligibility to work? YES NO

Are you legally eligible for employment in this country? YES NO
(Proof of U.S. citizenship or immigration status will be required upon employment)

Are you able to meet the attendance requirements of the position? YES NO

Will you work overtime if required? YES NO

Will you travel if a job requires it? YES NO

2. EMPLOYMENT HISTORY

Please list your last five (5) employers starting with the most recent. (Include your present position if you are now employed.) Omit military service, and explain any gaps between employments.

From	To	Company Name	Telephone ()
Job Title		Street Address	
Immediate Supervisor and Title		City	State Zip
Reason for leaving			

From	To	Company Name	Telephone ()
Job Title		Street Address	
Immediate Supervisor and Title		City	State Zip
Reason for leaving			

From	To	Company Name	Telephone ()
Job Title		Street Address	
Immediate Supervisor and Title		City	State Zip
Reason for leaving			

From	To	Company Name	Telephone ()
Job Title		Street Address	
Immediate Supervisor and Title		City	State Zip
Reason for leaving			

From	To	Company Name	Telephone ()
Job Title		Street Address	
Immediate Supervisor and Title		City	State Zip
Reason for leaving			

Please list any former employers you would prefer we not contact for reference. Explain why _____

May we contact your present employer? If "No", why not? _____

Did you have an investment in or were you an owner or part owner of any of the above firms? _____

Are you on layoff and subject to recall? _____

3. REFERENCES

List name and telephone numbers of 3 business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Years Known
Name	Telephone	Years Known
Name	Telephone	Years Known

4. EDUCATION

	Name and Location of School Attended (Full time attendance during days only)	Course of Study or Degree Earned	Years Attended		GPA	Did You Graduate
			From	To		
High School						
Undergrad College						
Graduate Professional						
Other (Specify)						

	Name and Location of School Attended	Course of Study or Degree Earned	Years Attended		GPA	Did You Graduate
			From	To		
Night School, Correspondence or Extension Courses Completed						

Are you presently enrolled in any course or program of education? If yes, elaborate _____

Please list any extracurricular activities, clubs and organizations or sports in which you participated while attending school. (Exclude any activities or information that would reveal gender, race, religion, age, national origin, color, disability or other protected status.) _____

5. US MILITARY SERVICE

Date Entered Service	Date of Discharge
Type or Work Performed	Branch of Service
Were You Honorably Discharged?	Highest Rank Achieved
Training received in Military Service	

6. BUSINESS AND SOCIAL BACKGROUND

(Exclude any activities or information that would reveal gender, race, religion, age, national origin, color, disability or other protected status.)

What are your interests, hobbies, amusements, leisure time activities?

List special accomplishments, publications, awards, etc.

List professional, trade, business or civic associations and any offices held.

7. OTHER QUALIFICATIONS

List any additional information you would like us to consider

Indicate any foreign languages you can speak, read or write.

	Fluent	Good	Fair
Speak			
Read			
Write			

***IMPORTANT - Every applicant must read and sign this section.
In signing this application form, I clearly understand and agree:***

- (1) That all the statements are true and accurate to the best of my knowledge; and
- (2) That no attempt has been made to conceal or withhold pertinent information; and
- (3) That information found to be inaccurate, misrepresented, concealed, or withheld, will be considered cause for termination; and
- (4) That I will abide by all company rules and regulations if hired; and
- (5) That G.W. Berkheimer complies with the United States Department of Homeland Security (U.S. Citizenship and Immigration Services) to verify the employment eligibility of all persons hired to work in the United States. The company will provide Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 and government issued identifications to confirm work authorization. The company maintains full compliance with all regulations set forth by the law and will utilize E-Verify to assist in ensuring a legal workforce.
- (6) That I understand and acknowledge that any offer of employment made by G.W. Berkheimer is conditioned on submitting to a test for the detection of prohibited substances prior to reporting for work. Positive test results or failure to submit to said testing shall be immediate grounds for revocation of the offer of employment.
- (7) That this application is not a guarantee that I will be employed for a specified period of time and it does not constitute an employment contract, express, implied, or otherwise. The G.W. Berkheimer Co., Inc. is an at - will employer. Both the employee and G.W. Berkheimer Co., Inc. may terminate the employment relationship for any reason, at anytime, with or without notice. This at - will relationship cannot be modified, altered or changed in any way unless the modification, alteration or change is in writing and signed by the employee and President or Chief Operating Officer of G.W. Berkheimer Co., Inc.

Signed _____ Date _____

If you have a resume or abstract of your background, please include it with this form.