



APPLICATION FOR EMPLOYMENT

Grovttec US, Inc. is an equal opportunity employer and considers all applicants for employment without regard to race, color, sex, religion, national origin, age, marital status, familial status, workers compensation, mental or physical disability (unless the disability prevents performance of the work involved), veteran or current military status, or any other status protected by any applicable law.

This company will make reasonable accommodation in the application process, if needed.

PERSONAL INFORMATION

Name: _____ Phone () _____
(Last First Initial)

Mailing Address: _____
(No. and Street) (City, State, and Zip Code)

EMPLOYMENT DESIRED

Position applied for _____ Date you can start _____

Shift preferred (please check): DAYS SWING GRAVEYARD ANY

Have you ever been employed at Grovttec US, Inc. before? _____ If Yes, when? _____

If presently employed may we contact your present employer? _____

How did you learn of our organization? _____

EMPLOYMENT EXPERIENCE

Please list below your last four (4) employers starting with the most recent.

EMPLOYER	DATES EMPLOYED	WORK PERFORMED
Name:	From: _____	_____
Address	To: _____	_____
Phone:		_____
POSITION:		SUPERVISOR:
REASON FOR LEAVING		

EMPLOYER	DATES EMPLOYED	WORK PERFORMED
Name:	From: _____	_____
Address:	To: _____	_____
Phone:		_____
POSITION:		SUPERVISOR:
REASON FOR LEAVING:		
EMPLOYER	DATES EMPLOYED	WORK PERFORMED
Name:	From: _____	_____
Address:	To: _____	_____
Phone:		_____
POSITION:		SUPERVISOR:
REASON FOR LEAVING:		
EMPLOYER	DATES EMPLOYED	WORK PERFORMED
Name:	From: _____	_____
Address:	To: _____	_____
Phone:		_____
POSITION:		SUPERVISOR:
REASON FOR LEAVING:		

EDUCATION

High School Name _____ Location _____

List highest grade completed in High School _____

Did you graduate or do you have a High School Equivalency ____ Yes ____ No

College(s) Name _____ Location(s) _____

Number of years attended College _____ Degree(s) earned _____

Other (Business, Vocational, Military)

School Name/ Military Branch _____ Major Subjects _____

Do you have any special interests, activities, or additional education that may help in the position applied for?

REFERENCES

Give below the names of three persons, *not related to you*, who have known you for at least one year.

Name **Phone Number** **Business** **Years Acquainted**

1. _____

2. _____

3. _____

SPECIAL SKILLS

If you have training or experience in the operation of any heavy machinery, industrial equipment, sewing machines, CNC machines; please list _____

Computer or business machine skills: _____

Indicate any professional licenses or skills certifications you have earned: _____

10-Key Speed _____ Typing speed _____ *Please list the computer programs you have used and the level of competency on each:* _____

Other:

The Federal Immigration Reform and Control Act requires proof of identity and employment authorization for all new employees. The proof must be provided within three (3) business days of the date of hire. If hired can you provide proof that you are a citizen of the United States or have a valid work permit? Yes _____ No _____

PRE-EMPLOYMENT DRUG TESTING

I understand that any job offer that may be extended to me will be contingent upon the successful completion of a drug and alcohol test.

SUMMARY

This Employment Application is used to notify me that the nature and scope of an investigation, if one is conducted, could include such general identification information as residence verification, and, as applicable, information concerning my employment, education, general reputation, character, personal characteristics, and habits, and that such information may be developed through personal interviews with third parties such as family members, neighbors, friends, associates, former employers, and custodians of official records. Only job-related information developed from such a report will be considered in evaluating my employment application or continued employment. I hereby authorize these persons, companies, organizations or corporations to answer all questions or release any information regarding the items listed in this paragraph. I hereby release them from any liability and hold them harmless from any claim for releasing any truthful information within their knowledge and/or records.

I authorize the Company to release to any person, firm, entity or organization with which I may seek employment in the future, any truthful information concerning my work experience with the Company. I hereby release and hold the Company harmless from any claim for releasing any truthful information within its knowledge and/or records.

I understand that neither this application nor any written personnel procedure manual or employee handbook is an express or implied contract of permanent employment. I further understand that my relationship with the Company is “at-will” and for an unspecified term and that the Company and I each have the right to terminate the employment relationship at any time, with or without cause or advance notice.

I certify that the answers given by me to the foregoing questions and during any interviews are true and correct without consequential omissions, and understand that, if employed, omissions and/or false statements on this application or during any interviews may result in dismissal.

I have had an opportunity to have my questions about this statement’s content and intent answered and understand its terms.

Signature

Date