



## Application for Employment

Ghidorzi Companies is an Equal Opportunity Employer and an Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status or sexual orientation.

**PLEASE TYPE OR PRINT.** Complete the entire application. You may attach a resume, but you must still complete all questions.

Name (Last, First, Middle):		Other names under which you have attended school or been employed:	
Position Applying For:			
Street Address:	City, State & Zip:		
Primary Phone:	Alternate Phone:	Email Address:	
Are you eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		If under 18, what is your current age?	
Have you ever been employed by Ghidorzi Companies? <input type="checkbox"/> Yes <input type="checkbox"/> No		If YES, dates of employment & reason for leaving:	
Are you related to any current Ghidorzi Company employee? <input type="checkbox"/> Yes <input type="checkbox"/> No		If YES, their name and their relationship to you?	
If required for position, do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		If YES, State of issuance, license #, and expiration date:	
How did you learn about this employment opportunity? Check all that apply: <input type="checkbox"/> Indeed <input type="checkbox"/> Job Center <input type="checkbox"/> Facebook <input type="checkbox"/> Ghidorzi Website <input type="checkbox"/> Referral by Employee _____ <input type="checkbox"/> Other: _____			

### EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	Degree Received
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No		

**SKILLS:** Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

## WORK EXPERIENCE

Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."

Dates Employed (most recent position) From: _____ To: _____		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: _____	Title: _____
Starting Salary: _____		Organization Name and Address: _____	
Final Salary: _____			
Supervisor's Name, Title and Phone #:		Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties: _____			Reason for Leaving: _____
Dates Employed (most recent position) From: _____ To: _____		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title: _____
Starting Salary: _____		Organization Name and Address: _____	
Final Salary: _____			
Supervisor's Name, Title and Phone #:		Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties: _____			Reason for Leaving: _____

## References

Please list only those references who can verify and validate your employment and job performance. No personal references please.

Name	Title	Company	Phone Number

## **PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Ghidorzi Companies to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that employees of Ghidorzi Companies serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, and to comply with company and departmental regulations.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_