

# Application for Employment

## Equal Employment Opportunity Statement:

Employment decisions will be based on the principles of equal opportunity. All personnel actions (recruiting, hiring, training, promotion, compensation, etc.) are administered without regard to any characteristic protected by state, federal or local law, assuming said characteristic does not interfere with the performance of essential job functions.

All applicants will be hired subject to the approval of their application. Any employment offer will be contingent upon the applicant passing a job related examination.

**Please print.**

<b>Applicant Name:</b> First	Middle	Last
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Telephone Number	Email Address
<input type="text"/>	<input type="text"/>

Position(s) Applied For	Date of Application
<input type="text"/>	<input type="text"/>

Salary/Wage Expected	Date Available for Work
<input type="text"/>	<input type="text"/>

How did you learn about Griffith Rubber Mills?

☐ Advertisement—Specify:

☐ Employment Agency—Specify:

☐ Employee Referral—Which employee?

☐ Other—Specify:

Have you applied for a position with us before? ☐ No ☐ Yes—Specify date:

Have you ever been employed with us before? ☐ No ☐ Yes—Specify date and position:

Are you currently employed? ☐ No ☐ Yes

Are you currently on “lay-off” status and subject to recall? ☐ No ☐ Yes

Are you available to work: ☐ Full-time ☐ Part-time ☐ All shifts ☐ Temporary

Are you legally permitted to work in the United States? ☐ Yes ☐ No

*NOTE: Proof of eligibility will be required within three working days of employment.*

Are you 18 years of age or older? ☐ Yes ☐ No

Have you ever gone by a name other than the one listed above? ☐ No ☐ Yes—Please list:

## EDUCATION

**List the last 3 schools attended.**

Name of School	Location
<input type="text"/>	<input type="text"/>

Years Completed	Degree/Major	G.P.A.
<input type="text"/>	<input type="text"/>	<input type="text"/>

Diploma obtained? ☐ Yes ☐ No

Name of School	Location

Years Completed	Degree/Major	G.P.A.

Diploma obtained? ☐ Yes ☐ No

Name of School	Location

Years Completed	Degree/Major	G.P.A.

Diploma obtained? ☐ Yes ☐ No

### **MILITARY SERVICE**

Have you ever served in the U.S. military? ☐ Yes ☐ No

*NOTE: If you answered "no" to the above question, please skip the rest of this section.*

What was the length of your military service?          years,          months

What was your rank at time of discharge?

What type of training and work experience did you receive while in the military?

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### **EMPLOYMENT HISTORY**

Employer	Supervisor

Address	Phone

Position Title and Duties

Starting Date	Ending Date

Why did you leave this job?

May we contact this employer? ☐ Yes ☐ No ☐ Later

Employer	Supervisor
<div></div>	<div></div>

Address	Phone
<div></div>	<div></div>

Position Title and Duties
<div></div>

Starting Date	Ending Date
<div></div>	<div></div>

Why did you leave this job?

May we contact this employer? ☐ Yes ☐ No ☐ Later

Employer	Supervisor
<div></div>	<div></div>

Address	Phone
<div></div>	<div></div>

Position Title and Duties
<div></div>

Starting Date	Ending Date
<div></div>	<div></div>

Why did you leave this job?

May we contact this employer? ☐ Yes ☐ No ☐ Later

## **REFERENCES**

Name	Phone Number	Years Known
<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>

**APPLICANT’S STATEMENT – PLEASE READ CAREFULLY**

The above information is true and complete to the best of my knowledge. Should I be employed by Griffith Rubber Mills (GRM), any misrepresentation or false statement contained herein may be considered cause for possible dismissal. Should I be employed by GRM, I agree to conform to GRM’s rules and regulations, and agree that as an at will employee my employment and compensation can be terminated, at any time, for any or no reason, with or without notice, at the option of either GRM or myself.

I authorize the persons, schools, employers and organizations named in this application to provide GRM with any relevant information that may be required. I further release all parties providing information from any and all liability or claims for damages whatsoever that may result from this information’s release, disclosure, maintenance or use.

I understand that any employment will be conditioned upon a background check, drug test, and may (depending on the position) be conditioned on passing a pre-employment physical exam, subsequent to an offer of employment. Written notice of such test(s) shall be provided to me separately, for my authorization. If employed, I understand GRM may also perform random or for cause drug tests, as deemed appropriate by GRM and as permitted by law. By my signature below, I release and hold harmless GRM, its employees, directors, affiliates, assignees and successors in interest, from any and all liability arising out of such tests.

This application has been read by me in its entirety.

Signature of Applicant	Date
<div></div>	<div></div>

Return Application to [hr@griffithrubber.com](mailto:hr@griffithrubber.com).