

Employment Application

GTC Technical Support

PRINT CLEARLY IN INK. ANSWER ALL QUESTIONS. SIGN AND DATE THE FORM.

GTC is an equal opportunity employer. All qualified applicants will receive the same consideration and opportunity without regard to race, color, religion, gender, national origin, age, disability, veteran status, or any other status protected by law.

Date: _____ **Position applied for:** _____

First Name _____ **Middle** _____ **Last Name** _____

Street Address _____

City, Zip _____ Phone: (____) _____

Email _____

How long have you lived at this address? _____

How did you hear about GTC? _____

Are you legally eligible to work in the United States? Yes No
(If yes, proof is required)

Are you over the age of 18? Yes No

Have you been convicted of a felony? Yes No

If yes, please explain: _____

Have you ever been fired or asked to resign from a job? Yes No

If yes, please explain: _____

Days Available to work:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

Hours Available: from _____ to _____

When are you available to start work? _____

| EDUCATION: | <u>Name and Location of School</u> | <u># of Years Completed</u> | <u>Diploma or Degree</u> |
|-------------------|------------------------------------|-----------------------------|--------------------------|
| High School: | _____ | _____ | _____ |
| College: | _____ | _____ | _____ |
| Other: | _____ | _____ | _____ |

Skills and Qualifications: Licenses, Skills, Training, Awards

EMPLOYMENT HISTORY

Present Or Last Position:

Employer: _____
 Address: _____
 Supervisor's name and phone: _____
 Position: _____ Start: _____ End: _____
 Describe Duties: _____

 Salary: _____
 Reason for Leaving: _____

Previous Position:

Employer: _____
 Address: _____
 Supervisor's name and phone: _____
 Position: _____ Start: _____ End: _____
 Describe Duties: _____

 Salary: _____
 Reason for Leaving: _____

Previous Position:

Employer: _____
 Address: _____
 Supervisor's name and phone: _____
 Position: _____ Start: _____ End: _____
 Describe Duties: _____

 Salary: _____
 Reason for Leaving: _____

May We Contact Your Present Employer?

Yes

No

References:

Name / Title / Phone

1. _____

2. _____

3. _____

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that all the information contained in this application is correct, accurate, and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired.

I also understand that submission of this application does not guarantee employment. No documents used during the employment process will be deemed a contract of any kind. I understand and agree that if hired, employment is at will, for no specified duration, and may be terminated by either GTC or myself at any time, with or without cause or notice.

If employed, I agree to conform to the policies and procedures of GTC at all times, and understand that adherence to these rules is a condition of employment. I also understand that attendance and punctuality are considered essential requirements of every job at GTC and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with GTC, I may be required to submit to a pre-employment drug screening and background check as a condition of employment. Unsatisfactory results, refusal to cooperate, or any attempt to affect the results of these tests, will result in withdrawal of any employment offer, or termination.

I agree to return all GTC property immediately upon the end of employment, and if not, the cost of unreturned items may be deducted from my final paycheck.

By signing below, I acknowledge that I have read, understood, and agree to the above statements.

Signature _____ Date _____