



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:** _____

Full Name _____
Phone (____) _____
Email _____

Street Address _____
City/State/Zip _____

Duration at Address
_____ y / m

How did you hear about GTC? _____

Are you over the age of 18?

Yes No

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

Have you ever been fired/asked to resign from a job? Yes No (If yes, please explain)

Are there days/times you are *not* available to work? Yes No (If yes, please explain)

Education

	Name/Location	# of Years	Diploma/Degree
High School	_____	_____	_____
College	_____	_____	_____
Other	_____	_____	_____

Skills and Qualifications: Licenses, Skills, Training, Awards

Employment History

Present or Last Position

May we contact your present employer? Yes No

Employer _____ Address _____
Supervisor _____
Position _____ Duties _____
Start / End _____
Salary _____ Reason for Leaving _____

Previous Position

Employer _____ Address _____
Supervisor _____
Position _____ Duties _____
Start / End _____
Salary _____ Reason for Leaving _____

Previous Position

Employer _____ Address _____
Supervisor _____
Position _____ Duties _____
Start / End _____
Salary _____ Reason for Leaving _____

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.

GTC is committed to providing an environment where everyone can succeed. Are there any accommodations that may be provided to assist you in performing the job duties?

Yes **No**

If yes, please briefly list below (or this can be discussed in person if preferred)

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** _____