



# EMPLOYMENT APPLICATION

## YOUR INFORMATION

▶ Applicants may be tested for illegal drugs.

▶ For assistance with this form, call (912) 523-5111

Best Telephone Number to Reach You:

Applicant's Name

Applicant's Address

City:

State:

Zip:

Birthdate

Social Security Number:

Email:

## POSITION INFORMATION

Position Applied For:

Date You Can Start:

Salary Desired:

Are You Legally Eligible to Work in the U.S.A? (If Yes, Verification is Required)

Yes

No

## EDUCATION

High School's Name:

Year's Attended:

Did You Graduate?

College's Name:

Year's Attended:

Did You Graduate?

College's Name:

Year's Attended:

Did You Graduate?

College's Name:

Year's Attended:

Did You Graduate?

Business or Trade SchoolName:

Year's Attended:

Did You Graduate?

Degree's, Professional Licenses, Certifications, or Registrations Earned:

# MOST RECENT OR CURRENT EMPLOYER

Company Name:

Telephone Number:

Address:

City:

State:

Zip:

Job Title:

Supervisor:

Date Started Employment:

Date Ended Employment:

Pay Rate (Salary or Hourly):

Please describe duties performed, skills used or learned and any advancements or promotions during your employment at this employer:

Reason for Leaving (be specific):

May we contact your present employer?

Yes

No

# PREVIOUS EMPLOYER

Company Name:

Telephone Number:

Address:

City:

State:

Zip:

Job Title:

Supervisor:

Date Started Employment:

Date Ended Employment:

Pay Rate (Salary or Hourly):

Please describe duties performed, skills used or learned and any advancements or promotions during your employment at this employer:

Reason for Leaving (be specific):

Have you ever been involuntarily terminated or asked to resign from any position of employment?

Yes

No

If yes, please describe the circumstances:

# MILITARY HISTORY

Have you ever been a member of the Armed Forces?

Yes  No

Are you presently a member of the National Guard?

Yes  No

Specialty:

Date Entered

Discharge Date:

# DRIVER'S LICENSE

Do You Have A Driver's License?

Yes  No

Have You Had Any Moving Violations in the Past Three Years?

Yes  No

Driver's License Number:

State of Issue:

Expires:

Type of License:

Operator

Commercial (CDL)

Other

**Offers of employment for positions requiring a driver's license are conditional and subject to a satisfactory license check.**

# CRIMINAL RECORD

Have You Ever Been Convicted of a Crime:

Yes  No

If yes, please explain number of conviction(s), nature of conviction(s), nature of offense(s) leading to conviction(s), date(s) and sentence(s) imposed, and type(s) of rehabilitation:

# REFERENCES

Reference #1 Name:

How do they know you?

Phone Number:

Reference #2 Name:

How do they know you?

Phone Number:

Information to the Applicant: By signing this application you hereby give Glenwood Telephone Company consent to make a thorough investigation into your previous employment, education, references and all statements made in connection with the Application for Employment; the investigation includes a credit and criminal records check. You hereby release from all liability all persons, companies, and corporations supplying such information. If you have misrepresented or omitted any facts on this application and are subsequently hired, you may be discharged from your job. Nothing in this application or granting of an interview is intended to create a contract between you and Glenwood Telephone Company for either employment or the granting of benefits. If necessary for employment you may be required to supply your birth certificate or other proof of authorization to work in the USA, have a physical examination and/or a drug test, or sign a conflict of interest agreement and abide by its terms.

Signature of Applicant:

Date: