

# GuyCo

PLEASE PRINT ALL INFORMATION  
REQUESTED

Application

## APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE PAGES 1-5. DATE \_\_\_\_\_

Name \_\_\_\_\_  

Last
First
Middle
Maiden

Present address \_\_\_\_\_  

Address
City
Sate
Zip

Social Security No. - \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

E-mail: \_\_\_\_\_

Position applied for (1) \_\_\_\_\_

and salary desired (2) \_\_\_\_\_

Are you currently employed?  Yes  No

If yes, may we contact your current employer?  Yes  No

Employment desired      FULL-TIME ONLY      PART-TIME Only      CONTRACT

Date available for work: \_\_\_\_\_

Please list below information if not included on your resume

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A FELONY?      No      Yes

If yes, please explain. \_\_\_\_\_

*Note: You must be a U.S. citizen and authorized to work in the U.S. Proof of employment status will required as a condition of employment.*

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DO YOU HAVE A DRIVER'S LICENSE?    Yes    No  
number \_\_\_\_\_ State of issue \_\_\_\_\_    Operator    Commercial (CDL)    Chauffeur  
Expiration date \_\_\_\_\_

Have you had any accidents during the past three years?    Yes    No                      How many? \_\_\_\_\_

Have you had any moving violations during the past three years?    Yes    No                      How Many? \_\_\_\_\_

Typing             Yes                                       Yes                      Word                       Yes  
                   No      \_\_\_\_\_ WPM                      10-key     No                      Processing                       No                      \_\_\_\_\_ WPM  
Personal         Yes                      PC  
Computer        No                       Mac                      Other \_\_\_\_\_  
Please mark the programs you feel you are proficient in:                      Skills \_\_\_\_\_  
\_\_\_\_ Word     Excel     Outlook     Basic photo editing  
Other:  
\_\_\_\_\_

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone _____	Telephone _____

Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. Why would you be an asset to **GuyCo**?

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MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES?  Yes  No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?  Yes  No

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

**Work Experience**

Please list your past work experience for the last **4 positions** beginning with the most current job. If you were self-employed, give firm name. **You may attach additional pages if necessary, and / or include a resume.**

Name of employer Address City, State, Zip Phone number	Name of last supervisor	Employment dates From To	Pay or salary Start Final
Reason for leaving:			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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Reason for leaving:			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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## Work experience

Name of employer	Name of last supervisor	Employment dates	Pay or salary
Address		From	Start
City, State, Zip		To	Final
Phone number	Your last job title		
Reason for leaving:			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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Address		From	Start
City, State, Zip		To	Final
Phone number	Your last job title		
Reason for leaving:			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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## AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)

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I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with **GuyCo** creates an actual or implied contract of employment. I understand that, if I accept employment with **GuyCo** it will be on an at-will basis. This means that either **GuyCo** or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I agree to submit to drug and alcohol testing, if requested by **GuyCo**. I release **GuyCo** and its employees, plus other persons or companies, from any and all liability arising out of or related in any way to such testing.

I authorize **GuyCo** to investigate information concerning my education, employment experiences, and all other aspects of my background relevant to my proposed employment. I release **GuyCo** and its employees from all liability arising from such investigation.

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_

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**GuyCo** is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, or disability. We assure you that your opportunity for employment with **GuyCo** depends solely on your qualifications.