

# Gillman Home Centers & Rentals

## Application for Employment

*(Please Print)*

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

**Circle One    Batesville - Brookville - Connersville - Oxford - Edinburgh - Centerville – Office**

PERSONAL INFORMATION			
Name <small>Last                      First                      Middle</small>	Social Security Number		
Home Phone	Work Phone		
Please list below your current address:			
Street			
City	State	ZIP	Since (Mo/Yr)
EDUCATION			
High School Attended	City, County and State	Did you earn a Diploma?	
Undergraduate College	City, State	Areas of Study	Degree/Certificate/Diploma
Graduate School Attended	City, State	Areas of Study	Degree/Certificate/Diploma
Trade, Business or Other	City, State	Areas of Study	Degree/Certificate/Diploma
<b>REFERENCES:</b> Three individuals not related to you, whom you have known for at least one year.			
NAME	ADDRESS AND TELEPHONE	RELATIONSHIP	YEARS ACQUAINTED
EMPLOYMENT INFORMATION			
Position Applied For:	Date You Can Start Work:	Desired Salary: \$	
Do You Prefer:    Full Time            Part Time	Can You Work:    Saturdays    Sundays    Evenings		
Please answer all the following questions. When necessary, note question number and use extra paper to provide explanations.			
1) Are you at least 18 years of age?            YES            NO			
2) Are you legally eligible for work in the United States?            YES            NO			
3) Will you work overtime when necessary?            YES            NO			
4) Are you on layoff and subject to recall?            YES            NO			

5) Have you ever been discharged or asked to resign from a job? (If yes, please explain) YES NO

6) Have you ever been convicted of or pled guilty to a felony or other crime? (If yes, please explain) YES NO

7) Why would you like to work for Gillman Home Center?

8) Is there any information we would need about your name or use of another name for us to be able to check your work record?  
 YES NO (If yes, please specify.)

9) Do you have any relatives who presently (or have formerly been) employed by Gillman Do It Best? If so, who?

**EMPLOYMENT HISTORY**

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO

Please list below your last three employers beginning with the most recent:

Most Recent Employer	City	State	ZIP	Phone
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Position Held	Dates From/To	Pay Rate Upon Leaving \$	Supervisor
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Duties	Reason for Leaving
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Next Most Recent Employer	City	State	ZIP	Phone
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Position Held	Dates From/To	Pay Rate Upon Leaving \$	Supervisor
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Duties	Reason for Leaving
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Next Most Recent Employer	City	State	ZIP	Phone
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Position Held	Dates From/To	Pay Rate Upon Leaving \$	Supervisor
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Duties	Reason for Leaving
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**JOB RELATED SKILLS**

Please answer the following questions if the position you are applying or requires driving a motor vehicle:

1. Do you have a valid driver's license? YES NO  
 IF YES, Driver's License Number: \_\_\_\_\_ State of Issue \_\_\_\_\_
2. Have you been convicted of or pled guilty to any traffic-related offense within the past five years?
3. Have you had your driver's license suspended or revoked or had your driving privileges modified by a court of law?
4. Please list all states from which you hold or have held a driver's license:

Please use this space to list any special skills you may have had that relate to the position:

# Gillman Do It Best Home Centers & Do It Best Rentals

*“I hereby certify that the answers given above are true and correct. I understand that any misrepresentation in this application or in any other document submitted to Gillman Do It Best is sufficient grounds for disqualification of the applicant, or if discovered after the applicant is hired, for discharge. I hereby grant Gillman Do It Best permission to investigate information included in this application except where noted. I agree, as part of my employment process, that any offer of employment extended by Gillman Do It Best is subject to successfully passing a medical examination as requested by Gillman Do It Best which may include blood testing, urinalysis, etc. for the purpose of detecting alcohol, drugs, or substances of abuse.”*

*“In connection with the processing of this application, Gillman Do It Best may contact my current and former employees, my listed references, and my schools to obtain more information about me and I authorize and release from all liability those persons to give any information regarding my employment, character and qualifications, together with any information they may have regarding me whether or not it is their records to Gillman Do It Best. Gillman Do It Best may also procure or cause to be prepared an investigative report, including information as to my character, general reputation, personal characteristics and mode of living. If such an investigation is prepared, I have the right, upon my written request received by Gillman Do It Best within 20 days from the disposition of this application, to complete disclosure to the nature and scope of the investigation requested by Gillman Do It Best.”*

*I understand that any employee hired by Gillman Do It Best is hired as an employee-at-will who may be terminated without cause or notice at any time at the sole option of Gillman Do It Best. No one at Gillman Do It Best has the authority to change such an employee-at-will relationship.”*

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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## COMPANY USE ONLY

### **If Interviewed:**

Date of Interview: \_\_\_\_\_

Interview by: \_\_\_\_\_

### **If Employed:**

Position: \_\_\_\_\_

Starting Wage: \_\_\_\_\_

Starting Date: \_\_\_\_\_

Payroll Number: \_\_\_\_\_