



## APPLICATION FOR EMPLOYMENT

Please Answer All Questions. Resumes Are Not A Substitute For A Completed Application.

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed servicemember status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state, or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

### PERSONAL INFORMATION

POSITION APPLIED FOR: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

FULL NAME: \_\_\_\_\_  
First Middle Last

ADDRESS: \_\_\_\_\_  
Street Address Apt/Suite  
\_\_\_\_\_  
City State Zip Code

HOW LONG HAVE YOU LIVED AT YOUR CURRENT ADDRESS: \_\_\_\_ YEARS \_\_\_\_ MONTHS

E-MAIL: \_\_\_\_\_ SSN: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ ALTERNATE PHONE: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

DATE AVAILABLE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ DESIRED PAY: \$ \_\_\_\_\_  HOUR  SALARY

EMPLOYMENT DESIRED:  FULL-TIME  PART-TIME SPECIFY HOURS \_\_\_\_\_

ARE YOU WILLING TO WORK OVERTIME?  YES  NO

### EMPLOYMENT ELIGIBILITY

HAVE YOU PREVIOUSLY APPLIED FOR EMPLOYMENT AT GENTRY?  YES\*  NO

\*IF YES, WHEN: \_\_\_\_\_

HAVE YOU EVER PREVIOUSLY WORKED FOR GENTRY?  YES\*  NO

\*IF YES, PROVIDE START AND END DATES: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TO \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## APPLICATION FOR EMPLOYMENT

HAVE YOU EVER BEEN CONVICTED OF A FELONY?  YES\*  NO

\*IF YES, PLEASE EXPLAIN: \_\_\_\_\_

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S.?  YES  NO\*

\*IF NO, PLEASE EXPLAIN WHY: \_\_\_\_\_

### EDUCATION

SCHOOL	NAME/LOCATION	# OF YEARS COMPLETED	GRADUATE Y OR N	DEGREE OR MAJOR
<b>HIGH SCHOOL</b>				
<b>COLLEGE</b>				
<b>GRADUATE</b>				
<b>OTHER</b>				

**HONORS AND/OR CERTIFICATES RECEIVED:**

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### WORK EXPERIENCE

Please list the names of your present and/or previous employers in chronological order with most recent employers listed first. Provide information for at least the most recent ten (10) year period. Attach additional sheets, if necessary. If self-employed, supply firm name and business references. Please respond completely to each inquiry. Do not answer "see resume."

**EMPLOYER 1:** \_\_\_\_\_ **JOB TITLE:** \_\_\_\_\_  
Company / Individual

**E-MAIL:** \_\_\_\_\_ **PHONE:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
Street Address City State

**STARTING PAY:** \$ \_\_\_\_\_  HOUR  SALARY **ENDING PAY:** \$ \_\_\_\_\_  HOUR  SALARY

**DATES OF EMPLOYMENT FROM:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **TO** \_\_\_\_/\_\_\_\_/\_\_\_\_

**REASON FOR LEAVING:** \_\_\_\_\_

**HOW MUCH NOTICE GIVEN?** \_\_\_\_\_ **IF NONE, PLEASE EXPLAIN:** \_\_\_\_\_

**SUPERVISOR'S NAME:** \_\_\_\_\_ **MAY WE CONTACT?**  YES  NO\*

**\*IF NO, PLEASE EXPLAIN WHY:** \_\_\_\_\_

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**EMPLOYER 2:** \_\_\_\_\_ **JOB TITLE:** \_\_\_\_\_  
Company / Individual

**E-MAIL:** \_\_\_\_\_ **PHONE:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
Street Address City State

**STARTING PAY:** \$ \_\_\_\_\_  HOUR  SALARY **ENDING PAY:** \$ \_\_\_\_\_  HOUR  SALARY

**DATES OF EMPLOYMENT FROM:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **TO** \_\_\_\_/\_\_\_\_/\_\_\_\_

**REASON FOR LEAVING:** \_\_\_\_\_

**HOW MUCH NOTICE GIVEN?** \_\_\_\_\_ **IF NONE, PLEASE EXPLAIN:** \_\_\_\_\_

**SUPERVISOR'S NAME:** \_\_\_\_\_ **MAY WE CONTACT?**  YES  NO\*

**\*IF NO, PLEASE EXPLAIN WHY:** \_\_\_\_\_



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**EMPLOYER 3:** \_\_\_\_\_ **JOB TITLE:** \_\_\_\_\_  
Company / Individual

**E-MAIL:** \_\_\_\_\_ **PHONE:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
Street Address City State

**STARTING PAY:** \$ \_\_\_\_\_  HOUR  SALARY **ENDING PAY:** \$ \_\_\_\_\_  HOUR  SALARY

**DATES OF EMPLOYMENT FROM:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **TO** \_\_\_\_/\_\_\_\_/\_\_\_\_

**REASON FOR LEAVING:** \_\_\_\_\_

**HOW MUCH NOTICE GIVEN?** \_\_\_\_\_ **IF NONE, PLEASE EXPLAIN:** \_\_\_\_\_

**SUPERVISOR'S NAME:** \_\_\_\_\_ **MAY WE CONTACT?**  YES  NO\*

\*IF NO, PLEASE EXPLAIN WHY: \_\_\_\_\_

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**HAVE YOU EVER BEEN TERMINATED / ASKED TO RESIGN FROM ANY JOB?**

YES\*  NO \*IF YES, HOW MANY TIMES: \_\_\_\_\_

**HAVE YOU EVER BEEN GIVEN THE CHOICE TO RESIGN RATHER THAN TERMINATED?**

YES\*  NO \*IF YES, HOW MANY TIMES: \_\_\_\_\_

**HAS YOUR EMPLOYMENT EVER BEEN TERMINATED BY MUTUAL AGREEMENT?**

YES\*  NO \*IF YES, HOW MANY TIMES: \_\_\_\_\_

**IF YOU ANSWERED "YES" TO ANY OF THE ABOVE (3) THREE QUESTIONS, PLEASE EXPLAIN THE CIRCUMSTANCES OF EACH OCCASION BELOW.**

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## APPLICATION FOR EMPLOYMENT

### REFERENCES

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related references.

**NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
First Last

**COMPANY:** \_\_\_\_\_ **JOB TITLE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **PHONE:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
First Last

**COMPANY:** \_\_\_\_\_ **JOB TITLE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **PHONE:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
First Last

**COMPANY:** \_\_\_\_\_ **JOB TITLE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **PHONE:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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Please list the names of personal references (not previous employers or relatives) who you know well that we may contact.

**NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
First Last

**OCCUPATION:** \_\_\_\_\_ **# OF YEARS KNOWN:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **PHONE:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
First Last

**OCCUPATION:** \_\_\_\_\_ **# OF YEARS KNOWN:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **PHONE:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_



## APPLICATION FOR EMPLOYMENT

### MILITARY SERVICE

ARE YOU A VETERAN?  YES  NO

BRANCH: \_\_\_\_\_ RANK AT DISCHARGE: \_\_\_\_\_

DATES SERVED FROM: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_

TYPE OF DISCHARGE: \_\_\_\_\_ IF NOT HONORABLE, PLEASE EXPLAIN:  
\_\_\_\_\_

### BACKGROUND CHECK CONSENT

IF ASKED, ARE YOU WILLING TO CONSENT TO A BACKGROUND CHECK?  YES  NO

### APPLICANT CERTIFICATION

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that the Company may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law. If the Company has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant to the Company's policy and federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the Company's policies and applicable federal, state, and local law.

If employed by the Company, I understand and agree that the Company, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.



## APPLICATION FOR EMPLOYMENT

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign a confidentiality, restrictive covenant, and/or conflict of interest statement.

I certify that all the information on this application, my resume, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS APPLICATION OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT-EXPRESS OR IMPLIED-WITH ME OR ANY APPLICANT FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE COMPANY.

IF HIRED. I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE COMPANY. AND I UNDERSTAND THAT THE COMPANY HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME. EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL.

I authorize the Company or its agents to confirm all statements contained in this application and/or resume as it relates to the position, I am seeking to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization forms for the background investigation which may be permitted by federal, state and/or local law. If applicable and allowed by law, I will receive separate written notification regarding the Company's intent to obtain "consumer reports."

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to the Company or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability the Company and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information. Further, if hired, I authorize the company to provide truthful information concerning my employment to future employers and hold the company harmless for providing such information.



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If hired by this Company, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by this Company. I also understand this Company employs only individuals who are legally eligible to work in the United States.

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF SIXTY (60) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

DO NOT SIGN UNTIL YOU HAVE READ ALL OF THE INFORMATION CONTAINED IN THE APPLICATION.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_