



# EMPLOYMENT APPLICATION

## COMPANY STATEMENT

Gateway Industrial Products, Inc. (hereafter, "Gateway") is an equal opportunity employer and does not discriminate on the basis of age, race, sex, color, national origin, religion, disability, or marital or veteran status.

Please complete the application fully and accurately. If preferred, Social Security Numbers can be furnished after the interview process is completed.

## PERSONAL INFORMATION

POSITION(S) APPLIED FOR		DATE OF APPLICATION
HOW DID YOU LEARN ABOUT US?		
<input type="checkbox"/> Online Advertisement	<input type="checkbox"/> Print Advertisement	<input type="checkbox"/> Friend
<input type="checkbox"/> Relative	<input type="checkbox"/> Walk-In	<input type="checkbox"/> Other: _____
LAST NAME	FIRST NAME	MIDDLE INITIAL
STREET ADDRESS	CITY, STATE	ZIP CODE
EMAIL ADDRESS	PHONE NUMBER	PHONE TYPE
SOCIAL SECURITY NUMBER	DRIVER'S LICENSE NUMBER	ISSUE DATE

Are you a citizen or do you have a legal right to be employed in the United States?  Yes  No

If No, what is your visa and status? \_\_\_\_\_

Are you 18 years of age or older?  Yes  No

If No, can you provide proof of your eligibility to work?  Yes  No

Have you ever been convicted of a felony?  Yes  No

If Yes, please explain. Include dates and status: \_\_\_\_\_

Have you ever filed an application with us before?  Yes  No If Yes, date: \_\_\_\_\_

Have you ever been employed with us before?  Yes  No If Yes, date: \_\_\_\_\_

Are you currently employed or on "lay-off" status?  Yes  No

What are you available to work?  Full-Time  Part-Time  Temporary

If necessary for the job, are you able to work overtime?  Yes  No

If necessary for the job, are you able to travel?  Yes  No

When would you be able to report to work? \_\_\_\_\_

## EDUCATION

	HIGH SCHOOL	TRADE / VOCATION SCHOOL	UNDERGRADUATE / UNIVERSITY	GRADUATE
SCHOOL NAME				
SCHOOL LOCATION				
DATES ATTENDED				
DIPLOMA / DEGREE				
COURSE OF STUDY				

## EMPLOYMENT HISTORY

EMPLOYER		DATES EMPLOYED		WORK PERFORMED
		FROM	TO	
ADDRESS				
SUPERVISOR	PHONE NO.	HOURLY RATE		
		STARTING	FINAL	
JOB TITLE				REASON FOR LEAVING

EMPLOYER		DATES EMPLOYED		WORK PERFORMED
		FROM	TO	
ADDRESS				
SUPERVISOR	PHONE NO.	HOURLY RATE		
		STARTING	FINAL	
JOB TITLE				REASON FOR LEAVING

EMPLOYER		DATES EMPLOYED		WORK PERFORMED
		FROM	TO	
ADDRESS				
SUPERVISOR	PHONE NO.	HOURLY RATE		
		STARTING	FINAL	
JOB TITLE				REASON FOR LEAVING

EMPLOYER		DATES EMPLOYED		WORK PERFORMED
		FROM	TO	
ADDRESS				
SUPERVISOR	PHONE NO.	HOURLY RATE		
		STARTING	FINAL	
JOB TITLE				REASON FOR LEAVING

LAST NAME	FIRST NAME	MIDDLE INITIAL
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**MILITARY SERVICE**

Are you a veteran?  Yes  No

Dates of Service: \_\_\_\_\_

Skills, Training, Positions: \_\_\_\_\_

**SPECIAL SKILLS & QUALIFICATIONS**

Professional Licenses, Certifications, or Registrations	
Computers, Software, or Equipment you are qualified to operate or repair	
Other skills (including languages)	
State any additional information you feel may be helpful in considering your application.	

**REFERENCES**

Give names, addresses, and telephone numbers of three references who are not related to you.

NAME	ADDRESS	PHONE NO.	RELATIONSHIP & TIME

**APPLICANT'S STATEMENT**

By signing below, I certify that the answers give in this application are true and complete to the best of my knowledge. I authorize the investigation of all statements, references, and contacts contained in this application for employment. I understand that no action will be taken on incomplete or false applications. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I understand and acknowledge that Gateway Industrial Products, Inc.'s receipt of this application does not constitute employment or an offer of employment. I understand that if an offer of employment is made, the offer will be contingent upon a drug/alcohol test and background check.

This application for employment shall be considered active for 120 days. Any applicant wishing to be considered for employment beyond this time period will be required to complete a new application.

SIGNATURE	DATE
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**FOR HR USE ONLY**

Considering For:

Schedule 1<sup>st</sup> Interview

Schedule 2<sup>nd</sup> Interview

Schedule 3<sup>rd</sup> Interview

Hire?

Notes

FT

Yes

Yes

Yes

Yes

PT

No

No

No

No

1099

Temp

If Yes, date: \_\_\_\_\_

If Yes, date: \_\_\_\_\_

If Yes, date: \_\_\_\_\_

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