



APPLICATION FOR EMPLOYMENT

Date of Application: _____

Name: _____

Present Address: _____
Street City State Zip

Phone Number: _____ Alt. Phone Number: _____

If related to anyone in our company please state the name and department: _____

Referred By: _____

Position Applying For: _____ Shift Desired: _____

How did you hear about this position: Michigan Talent Bank Newspaper Indeed.com
Craigslist Sign outside Careerbuilder.com
Current GLDC Employee Name of Employee: _____

Date you can start: _____ Salary Desired: _____

BACKGROUND

Are you 18 years of age or older? Yes No Do you have U.S. Military Experience? Yes No
If Yes, please complete the following; Date Entered: _____ Branch: _____ Rank: _____
Date Discharged: _____ Honorably Discharged: Yes No

Have you ever been convicted of a crime or felony, except a minor traffic violation? Yes No
If YES, please state citation, date, and place where offense occurred:

EDUCATION

EDUCATION	NAME & LOCATION OF SCHOOL	# OF YEARS ATTENDED	DID YOU GRADUATE	SUBJECT MAJOR
High School				
College				
Specialized Training				

PAST EMPLOYMENT

Current and Former Employers (Most Recent First)

Can we contact this employer?	Date/Month/ Year	Name, Address, Phone Number of Employer	Salary	Position	Reason For Leaving
Yes No	From: _____ To: _____				
Yes No	From: _____ To: _____				
Yes No	From: _____ To: _____				

PERSONAL REFERENCES

Please list three people, not related to you, who you have known for at least a year

NAME	PHONE NUMBER	YEARS KNOWN	RELATIONSHIP

Incase of emergency, please contact:

Name	Phone Number	Relationship
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RATE YOURSELF!

	Improvement Needed	OK	Good	Top Performer
Energy Level; your sense of urgency, self-motivation, and enthusiasm				_____
Communication Skills; your ability to listen well, express ideas clearly and accept feedback				_____
Hospitality; your natural friendliness and customer service skills				_____
Reliability; your dependability, attendance, self-discipline, and dedication				_____
Teamwork; your cooperation with others and ability to work in a team environment				_____

What achievement(s) in life are you most proud of?

What are your personal strengths?

What are your weakest areas?

What are your goals?

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY BEFORE SIGNING TO INDICATE YOUR UNDERSTANDING

I understand that prior to being employed I may be requested to take an employment examination. In the event that I have a disability that will affect my ability to take the test, I will so inform the company prior to the administration of the test so that a reasonable accommodations can be made. The company reserves the right to require medical documentation regarding the need for accommodation.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understanding that if employed, falsified statements on this application may result in termination.

I understand and agree that if hired my employment is for no definite period and may , regardless of the date of payment of my wage and salary, be terminated with or without cause at any time with or without notice.

I authorize investigation of all statements contained in this application for any employment related purpose, I release the listed references and all employers, except those specifically excepted, to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give you.

I authorize Great Lakes Die Cast to contact my previous employers along with my personal references listed above.

Date: _____

Signature: _____

Employer Specifically Excepted: _____