



Employment Application

Conditions of employment for recruiting, hiring, compensation, promotion, upgrading, demotion, downgrading, apprenticeship, training, transfer, layoff, and termination is based on merit of qualified applicants and employees without regard to race, religion, color, national origin, ancestry, sex, age, marital status or veteran status. Employment will not be denied and reasonable accommodation for the presence of any sensory, physical or mental disability except as may be based upon occupational qualification. We maintain an affirmative action policy and program in compliance with Executive Order I 1 246 as amended that is strictly enforced at all levels of management.

• An Equal Opportunity Employer

• Strictly Enforced Affirmative Action Program

• Drug Free Work Environment

Please Complete this Application Completely and Accurately

▶ Enter N/A if Not Applicable

▶ Please read carefully conditions of employment on page 4

▶ Complete Statistical Data in Employment Record [Job Duties/Description may be omitted if a resume is attached]

Personal & General Information

Name: (last) _____ (first) _____ (mi) _____ Date: _____

Street Address: _____ Home Phone: _____

City: _____ State: _____ Zip: _____ Business Phone: _____

Email: _____ Alternative Contact No.: _____ Working Hours: _____

Position Desired: _____ Date Available: _____

Have you made previous application: _____ When: _____ Where: _____ Position: _____

Have you been previously employed: _____ From: _____ To: _____ Position: _____

Willing to work nights? _____ Shifts? _____ Overtime? _____ Foreign Assignments? _____ Willing to relocate? _____

Relative working at GSA? _____ Relationship: _____ Location: _____

Are you over 18 Years Old? _____ How did you learn of GSA? _____

Are you a United State Citizen? _____ By Birth: _____ Naturalized: _____ Naturalization No.: _____

If not a U.S. Citizen, do you have legal right to accept permanent employment in the United States? _____

Do you have a Visa? _____ Alien Registration No.: _____ Alien Authorization No.: _____

Have you ever been convicted (Not Traffic Offenses)? _____ "Yes" does not disqualify you.

In Case of Emergency Notify: Name _____

Street _____ City _____ State _____ ZIP _____

Home Phone _____ Work _____ Cell _____

Relationship: _____

Employment Record

List all work experience for at least the last ten years, including periods of unemployment. Begin with your last position, using one block for each position and additional pages as necessary. Give an accurate summary of your duties. Should resume be attached, complete only statistical data.

| | | | |
|-----------------------------|---|--|---|
| NAME OF EMPLOYER | | | TELEPHONE NO. |
| ADDRESS OF EMPLOYER | | | |
| KIND OF BUSINESS | DATES EMPLOYED FROM TO | | PRESENT OR LAST TITLE |
| NAME OF LAST SUPERVISOR | MAY WE CONTACT? <input type="checkbox"/> Yes <input type="checkbox"/> No | STARTING SALARY \$ PER | PRESENT OR LAST SALARY \$ PER |
| BRIEF DESCRIPTION OF DUTIES | | REASON FOR LEAVING: | |

| | | | |
|-----------------------------|---|--|---|
| NAME OF EMPLOYER | | | TELEPHONE NO. |
| ADDRESS OF EMPLOYER | | | |
| KIND OF BUSINESS | DATES EMPLOYED FROM TO | | PRESENT OR LAST TITLE |
| NAME OF LAST SUPERVISOR | MAY WE CONTACT? <input type="checkbox"/> Yes <input type="checkbox"/> No | STARTING SALARY \$ PER | PRESENT OR LAST SALARY \$ PER |
| BRIEF DESCRIPTION OF DUTIES | | REASON FOR LEAVING; | |

| | | | |
|-----------------------------|---|--|---|
| NAME OF EMPLOYER | | | TELEPHONE NO. |
| ADDRESS OF EMPLOYER | | | |
| KIND OF BUSINESS | DATES EMPLOYED FROM TO | | PRESENT OR LAST TITLE |
| NAME OF LAST SUPERVISOR | MAY WE CONTACT? <input type="checkbox"/> Yes <input type="checkbox"/> No | STARTING SALARY \$ PER | PRESENT OR LAST SALARY \$ PER |
| BRIEF DESCRIPTION OF DUTIES | | REASON FOR LEAVING: | |

EDUCATION

Formal education only. If presently attending school, Indicate degree expected.

| School | Name and Address of School | Major(s) | Circle Last Year Completed | Graduated/ Degree |
|---------------------------------|----------------------------|----------|----------------------------|-------------------|
| High School | | | 10 11 12 | |
| College | | | 1 2 3 4 | |
| Graduate School | | | 1 2 3 4 | |
| Business, Trade Military School | | | 1 3 | |

Honors Received:

Professional Licenses and Certifications:

| Type | State | Date | No. |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Software Programs (attach separate sheet if they will not fill in the space allowed)

MILITARY SERVICE

Were you In the U.S. armed forces? Yes No Active or Inactive Reserve Component: _____

List military experience relevant to the position for which you are applying:

REFERENCES

Give name, address, and phone number of three persons not related and worked directly with you:

AGREEMENT (read carefully before signing)

I understand that employment is for no specific period and can be terminated at will by me or by the corporation, subject only to the notice requirements, if any, in the company policies and procedures manual. In the event I am hired by Garry Struthers Associates, Inc., my signature below indicates my understanding and acceptance of this condition.

I certify that answers herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

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 also that I am required to abide by all rules and regulations of the Company.

Signature of Applicant

Date

FOR HUMAN RESOURCES USE ONLY

Arrange Interview Yes No

Remarks: _____

Interviewer

Date

Employed Yes No

Date of Employment: _____

Job Title: _____

Hourly Rate/Salary: _____

Department: _____

By: _____
Name & Title

Date