



## Application for Employment

Date Received: \_\_\_\_\_

<b>Personal Information</b>			
Last Name	First Name	Middle Name	Today's Date
Street Address	City	State	Zip Code
Home Phone: (____) _____ - _____	Are you eligible to work in the U.S. by virtue of citizenship or otherwise? ____ Yes ____ No <i>(if hired, you will be required to provide documentation that you are eligible to work in the U.S.)</i>		
Work Phone: (____) _____ - _____			
Other: (____) _____ - _____			
Are you 18 or over? ____ Yes ____ No		Email address:	
Title of Position Applying For:			Date Available to Work
Have you been previously interviewed or employed by GEM Management, LLC? ____ Yes ____ No If Yes, list date(s) and job title(s):			
Do you have any relatives currently working for GEM Management, LLC? ____ Yes ____ No If Yes, list names and relationship to you:			
Are you employed now?		If so, may we contact your present employer?	

<b>Education</b>			
Name and Location	# Years Completed	Major Area of Study	Degree/Diploma/Certificate
High School			
College			
Graduate School			
Technical or Certificate Programs			

This institution is an equal opportunity provider and employer



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**Employment History** Please provide the following information for your previous three employers, beginning with the most recent: (Please attach an additional page if necessary, do not use "see attached resume".)

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Weekly Pay Start:                  Finish:		
Reason for Leaving:		

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Weekly Pay Start:                  Finish:		
Reason for Leaving:		

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Weekly Pay Start:                  Finish:		
Reason for Leaving:		

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Describe your qualifications for the type of employment you are seeking: (Please include skills, special training, etc.)

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Please list any special awards, honors, scholarships, or offices held.

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<b>References</b> Please list names of supervisors, managers, or others who can comment directly on your abilities:				
Name	Address	Phone #	Relationship/Occupation	Years Known

<b>In Case of Emergency, please contact:</b>			
Last Name	First Name	Middle Name	Relationship
Street Address	City	State	Zip Code
Home Phone: (    )    -    _____    Work Phone: (    )    -    _____			
Other:    (    )    -    _____    Email: _____			

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GEM Management, LLC is an Equal Opportunity Employer. It is the policy of GEM Management, LLC not to discriminate in employment matters on the basis of race, color, religion, sex, age, national origin, disability, veteran status, genetic information, or other protected status.

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I understand and agree that if hired, my employment with GEM is voluntary on my part, as well as on the part of GEM, and I am free to resign or terminate my employment with GEM at any time for any reason. Likewise, GEM may terminate my employment at any time for any reason. It is expressly understood that all persons employed by GEM are employed "at will". It is also understood that personnel policies, wages, and terms and conditions of employment may change without notice at the discretion of GEM, and that nothing shall be construed as a promise of employment and/or contract of employment whether express or implied. In addition, nothing herein shall be construed as a promise and/or contract of employment for any specific period of time, and GEM has the discretion to terminate employment at any time, for any reason, with or without cause.

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I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause of dismissal. You are hereby authorized to make investigation of my personal references. I further understand that all offers of employment are contingent on passing background screening.

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Signature of Applicant

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Date