



989 Main Street, Courtland, MN 56021  
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# EMPLOYMENT APPLICATION

## *Welcome to a New Opportunity!*

### AN EQUAL OPPORTUNITY EMPLOYER

G & S Manufacturing, LLC is an equal opportunity employer. G & S Manufacturing, LLC does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristics protected by applicable state or federal civil rights laws.

**PLEASE READ CAREFULLY APPLICANT'S CERTIFICATION, AGREEMENT AND NOTICE.**

### DRUG SCREENING

G & S Manufacturing, LLC is committed to maintaining a DRUG-FREE workplace. All offers of employment are contingent upon the successful completion of a drug screening. I understand the Company may request me to submit to a pre-employment/post-offer medical examination and drug and alcohol screening tests; and I hereby agree and consent to such examination and testing. I understand any offer of employment is contingent upon my successfully passing the examination and testing.

### E-VERIFY

G & S MFG., LLC participates in E-Verify. E-Verify is used only to confirm work authorization after hire. I understand that employment is contingent upon my submitted documentary proof-of-identity and legal authorization to work in the United States, as required. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 / E-Verify to confirm work authorization.

### BACKGROUND CHECK

Among other things, G & S MFG., LLC is concerned about violence in the workplace, falsified employment applications, and employee theft. We conduct a background check on all candidates for employment. I understand the Company may request me to submit to a pre-employment/post-offer criminal background check as part of the interview process. I understand any offer of employment is contingent upon my successfully completing the background check.

I hereby certify that the information contained in this application form (and accompanying resume or documentation, if any) is true and correct to the best of my knowledge and agree to have any of the statements checked by the Company unless I have indicated to the contrary. I authorize the references to be contacted (unless indicated differently) , as well as all other individuals whom the Company contacts, to provide the Company with all information concerning my previous employment and any other pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the Company as well as from any use or disclosure of such information by the Company or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, my immediate dismissal from employment.

I understand that nothing in this application and no G & S Mfg., LLC policies, procedures, or handbooks that I may receive create a contract of employment. I understand that if hired, I am obliged to comply with any and all current and subsequently adopted G & S Mfg., LLC policies and procedures. I understand that, if hired, my employment is at-will. I understand that my employment can be terminated, with or without prior notice, and with or without cause, at any time, at the option of either G & S Mfg., LLC or myself. I understand that no G & S Mfg., LLC employee other than the Owner(s) has any authority to enter into any employment agreement, oral or written, or to make any agreement contrary to what has been specified here. Such an agreement must be in writing and signed by the Owner(s) and me.

I have read, understand and agree to the above statements.

Signature:

Date:

**Applicant Information**

Last Name		First	M.I.	Today's Date	
Street Address			Apartment/Unit #		
City		State	ZIP		
Phone ( )		E-mail Address			
Date Available	Desired Wage		Position Applying For		
If offered employment, can you submit verification of your legal right to work in the United States? YES NO					
If necessary for the job, are you over 18 years old?		YES	NO	Are you seeking a full-time position?:	
Are you able to lift at least 50#'s?		YES	NO	YES	NO
Are you able to perform the essential functions of the position applying for, with or without reasonable accommodation (s)?				YES	NO
If necessary, please describe what type(s) of reasonable accommodation(s) is/are needed:					

**Education**

<b>High School</b>					
Number of Years Completed		Did you graduate?	YES	NO	Degree/Major
<b>College</b>					
Number of Years Completed		Did you graduate?	YES	NO	Degree/ Major
<b>Other</b>					
Number of Years Completed		Did you graduate?	YES	NO	Degree/ Major

**Personal References (no former employers or relatives please)**

<b>Full Name</b>		Relationship	Years Known:		
Company		Phone ( )			
<b>Full Name</b>		Relationship	Years Known:		
Company		Phone ( )			

**Past Employment (beginning with most recent)**

<b>1. Company</b>			Phone ( )		
Address			Supervisor		
Job Title					
Responsibilities					
From	To	Reason for Leaving			
May we contact this supervisor for a reference?		YES	NO	Name	
<b>2. Company</b>			Phone		
Address			Supervisor		
Job Title					
Responsibilities					
From	To	Reason for Leaving			
May we contact this supervisor for a reference?		YES	NO	Name	

**Summarize any other skills, employment or activities that apply to this position:**