



**Graver Technologies**

200 Lake Drive, Glasgow, DE 19702  
Tel.: 302-731-1700  
Fax: 302-731-1707

# Application for Employment

**Date of Application:**

*This application for employment shall be considered active for a period of time not to exceed 45 days.*

**Please print your information below:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Address: # \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Position you are applying for: \_\_\_\_\_

**Please Check All Boxes That Apply:**

Full Time     Part Time     1st Shift     2nd Shift     3rd Shift

Are you able to work overtime if required? \_\_\_\_\_  Yes  No

On what date are you available to start work? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_  Yes  No

May we contact your current employer? \_\_\_\_\_  Yes  No

Are you currently on lay-off status and subject to recall? \_\_\_\_\_  Yes  No

If you are under 18 years of age can you provide required proof of your eligibility to work? \_\_\_\_\_  Yes  No

How were you referred to the position you are applying for?  Newspaper  Employee  Walk-In  Sign

Other \_\_\_\_\_

Name of employee that referred you: \_\_\_\_\_

Have you completed an application with us before? \_\_\_\_\_  Yes  No

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

Have you been employed with us before? \_\_\_\_\_  Yes  No

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

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? \_\_\_\_\_  Yes  No

(Proof of U.S. Citizenship or Immigration Status will be required upon employment)

Can you meet the attendance requirements of the job? \_\_\_\_\_  Yes  No

Are you able to travel if the position requires it? \_\_\_\_\_  Yes  No

Can you perform the essential functions of the job for which you are applying either with or without reasonable accommodations? \_\_\_\_\_  Yes  No

***Please print your information below***

**EMPLOYMENT**

Start with your present or most recent job, include any job-related military assignments and volunteer activities. You may exclude any organizations that indicate race, color, religion, gender, national origin, handicap or other protected status.

<b>EMPLOYER:</b>	Telephone:
Address:	Start date:
Supervisor name & title:	End date:
Your job title:	Starting salary:
Reason for leaving:	Ending salary:
Duties:	

<b>EMPLOYER:</b>	Telephone:
Address:	Start date:
Supervisor name & title:	End date:
Your job title:	Starting salary:
Reason for leaving:	Ending salary:
Duties:	

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Address:	Start date:
Supervisor name & title:	End date:
Your job title:	Starting salary:
Reason for leaving:	Ending salary:
Duties:	

*References may be requested*

**Please print your information below**

**EDUCATION**

**High School**

**Undergraduate**

**Graduate**

**Professional/other**

School name:

and location:

Circle # of years completed:

9 10 11 12

1 2 3 4

1 2 3 4

Diploma or degree:

Major course of study:

List any honors, specialized training, apprenticeship, skills, computer skills, or extra-curricular activities relevant to the position for which you are applying: (You should omit those which would identify your race, color, religion, gender, national origin, handicap or other protected status.)

**CRIMINAL HISTORY**

Have you been convicted of a felony?

Yes  No

Are you currently listed on any offender registry in any state?

Yes  No

Are you currently on conditional release from incarceration in any state?

Yes  No

If you responded "yes" to any of these questions, please describe the underlying offense(s) and circumstances:

The existence of a criminal record does not automatically disqualify an applicant from consideration for employment. The employer will consider the nature of the offense and the nature of the position to determine whether the criminal history is relevant to the employment decision.

- The applicant is not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased;
- Criminal records subject to erasure are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nulled, a criminal charge for which the person has been found not guilty, or a conviction for which the person received an absolute pardon; and
- Any person whose criminal records have been erased pursuant to Connecticut law shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceeds so erased and may swear so under oath.

**ADDITIONAL INFORMATION**

Please indicate experience you have had with the following relevant to the position for which you are applying:

Calipers  Tape measure  Other

Types of office equipment

Computers/software

Other

## **APPLICANT'S STATEMENT:**

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that any false information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize a thorough investigation of my past employment and activities including a background check. I agree to cooperate in such investigation, and release from all liability or responsibility all persons and entities requesting or supplying such information. I acknowledge receipt of a Fair Credit Protection Act Notice & Disclosure form and understand that I will not be considered for employment unless and until I provide a signed authorization to obtain investigation reports.

I hereby agree to submit to any lawful drug or integrity testing that may be required as a condition of employment or continued employment.

I understand that my employment is terminable at will, that I am not being employed for any specified time and that this application is not and is not intended to be a contract for continued employment.

I understand that according to federal law all individuals who are hired must as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or if aliens, their legal authorization to work in the U.S.. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the period required by law.

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Signature of Applicant

Date

*Thank you for your interest*



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