

Application for Employment

Date Submitted _____

Gat Creek is an Equal Opportunity Employer and does not discriminate on the basis of gender, age, race, color, religion, national origin, mental or physical disability, genetic information or marital or veteran status. No application will be rejected as a result of disability that, with reasonable accommodations, does not prevent performance of the essential job duties.

Applying for: Full Time Part Time

Interested in: Woodshop Finishing Shipping Delivery/Driver

Customer Service Maintenance Other _____

1. PERSONAL INFORMATION

Your Name _____

Your Address _____

City _____ State _____ Zip Code _____

Primary Phone _____ Second Phone _____

Email Address _____ Social Security Number (Last 4 digits) _____

2. WORK EXPERIENCE

Provide your employment history for at least the past ten years, starting with your most recent job. Unless you indicate to the contrary, we assume we have your permission to contact these employers.

(1) Employer _____ Supervisor's Name _____

City _____ State _____ Phone _____

Dates of Employment: Start Date _____ End Date _____ Hours per Week _____
MONTH/YEAR MONTH/YEAR

Job Title & Responsibilities / Equipment Operated: _____

Reason for Leaving _____

(2) Employer _____ Supervisor's Name _____

City _____ State _____ Phone _____

Dates of Employment: Start Date _____ End Date _____ Hours per Week _____
MONTH/YEAR MONTH/YEAR

Job Title & Responsibilities / Equipment Operated: _____

Reason for Leaving _____

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(3) Employer _____ Supervisor's Name _____
City _____ State _____ Phone _____
Dates of Employment: Start Date _____ End Date _____ Hours per Week _____
MONTH/YEAR MONTH/YEAR
Job Title & Responsibilities / Equipment Operated: _____

Reason for Leaving _____

(4) Employer _____ Supervisor's Name _____
City _____ State _____ Phone _____
Dates of Employment: Start Date _____ End Date _____ Hours per Week _____
MONTH/YEAR MONTH/YEAR
Job Title & Responsibilities / Equipment Operated: _____

Reason for Leaving _____

3. EDUCATION AND SKILLS

Please list all High Schools, Colleges, Universities and Vocational or Trade Schools you have attended:

Name of School _____ Grade Completed or Degree _____
Name of School _____ Grade Completed or Degree _____

4. EMPLOYMENT PREFERENCES

When can you report to work? _____

Are you legally eligible to be employed in the United States? Yes No
(Proof of identity and eligibility will be required upon employment)

Are you under the age of 18 years? Yes No

Have you ever worked under another name? Yes No

Have you previously been employed by Tom Seely Furniture or Gat Creek? Yes No

Have you ever been convicted, pled guilty, no contest, or forfeited bond or bail for any crime other than traffic violations? Yes No

If yes, please explain: _____
(Note that conviction of a crime is not an automatic bar to employment. All circumstances will be considered.)

5. ADDITIONAL INFORMATION

How did you learn of our job opportunities?
MONTH/YEAR MONTH/YEAR
 Hiring Sign Facebook Newspaper ad Job Fair Referral Other _____

6. PLEASE READ CAREFULLY BEFORE SIGNING:

If hired, I will abide by the rules and policies of Gat Creek. I understand that my employment and compensation can be terminated at any time, with or without cause, and with or without notice, at the option of Gat Creek or myself. I understand that the CEO is the only person who will ever have the authority to create any other terms of employment and/or to enter into any employment contract and that all such contracts must be in writing and signed by both parties. However, I also understand that unless otherwise stated in an employment contract, the Company may change, withdraw and interpret other policies (including wages, hours and working conditions) as it deems appropriate.

I authorize my current and previous employers (except as noted) to give any and all information regarding my employment, and I release Gat Creek and my previous supervisors and employers from any and all liability and from any damage that may result from the release of such information.

I understand and acknowledge that I may be required to submit to a physical examination, including drug test. Additionally, I hereby authorize the release of the results of such an examination to Gat Creek for their use in evaluating my suitability for employment. Further, I release the examining facility and Gat Creek from any and all liability and from any damage that may result from the release of such information.

I certify that I have answered this application truthfully and have not withheld any information relative to my application. I understand that any falsification, misrepresentation, or omission, as well as any misleading statements on the application or supporting documents, generally will result in denial of employment or immediate termination.

Signature

Date

Congratulations! You've completed the application – now what!?

Here are some good options:

- On an smartphone or tablet? Find the open share icon and send the application via email to jobs@gatcreek.com.
- On a desktop or laptop? Save it to your files, attach a copy and email it to us at jobs@gatcreek.com.
- OR you can print the application and mail or hand deliver it to our shop: 5270 Valley Road in Berkeley Springs, WV 25411

Equal Opportunity Employer • Drug-Free Workplace