



G&T INDUSTRIES, INC.

EMPLOYMENT APPLICATION

G&T INDUSTRIES

An Equal Opportunity Employer

This application does not constitute an agreement for employment.

An incomplete application may delay action or disqualify you. Please type or use ballpoint pen when completing this application

PERSONAL INFORMATION:

Social Security Number: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Street Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_

Are you at least 18 years of age?  Yes  No

Have you ever been convicted of a felony or misdemeanor? If "Yes", list number of conviction(s), nature of offense(s), date(s) of offense, sentence(s) imposed, and type(s) of rehabilitation below.\*  Yes  No

\_\_\_\_\_

Have you ever worked for G&T Industries, Inc.?  Yes  No

If yes, dates of service: From: \_\_\_\_\_ To: \_\_\_\_\_ Position and location: \_\_\_\_\_

What type of employment are you seeking?  Full time  Part time  Seasonal

What shift do you prefer?  First shift  Second shift  Other \_\_\_\_\_

Check the type of work you desire:  Clerical  Technical  Professional  
 Skilled Trade  Production  Other \_\_\_\_\_

Specifically describe the position for which you would like to be considered:  
\_\_\_\_\_

Will you work overtime if asked? \_\_\_\_\_ Starting salary desired: \_\_\_\_\_

Date you will be available for work: \_\_\_\_\_ Names of friends and/or relatives employed at GT: \_\_\_\_\_

Do you have the ability to perform the essential duties of the position for which you are applying?  Yes  No  
Comments: \_\_\_\_\_

Do you smoke or use tobacco products?  Yes  No  
If you use tobacco products and are offered assistance with quitting, are you willing to stop all tobacco use?  Yes  No

Are you legally eligible for employment in the United States?  Yes  No  
Other names under which you have worked or attended school: \_\_\_\_\_

EDUCATION:

Type of School	School and Location	Major Courses	Did you graduate	Degree Received
High School or GED				
Business or Technical				
Undergraduate Studies				
Graduate Studies				
Other Courses/Training				

**WORK HISTORY:**

Beginning with your present or most recent employment, list your work experience history below. Attach additional sheets as necessary.

In evaluating your application, we may contact the employers listed below, unless you indicate those you do not want us to contact and state a reason.

<b>Company:</b>	Employment dates:
Address:	From _____ To _____
Phone:	Name of Supervisor:
Position/Title:	Starting Salary:
Primary Duties:	Ending Salary:
Reason for leaving (if still employed, indicate reason for wanting to leave):	

May we contact this employer?

If no, please state reason.

<b>Company:</b>	Employment dates:
Address:	From _____ To _____
Phone:	Name of Supervisor:
Position/Title:	Starting Salary:
Primary Duties:	Ending Salary:
Reason for leaving (if still employed, indicate reason for wanting to leave):	

May we contact this employer?

If no, please state reason.

<b>Company:</b>	Employment dates:
Address:	From _____ To _____
Phone:	Name of Supervisor:
Position/Title:	Starting Salary:
Primary Duties:	Ending Salary:
Reason for leaving (if still employed, indicate reason for wanting to leave):	

May we contact this employer?

If no, please state reason.

HAVE WE MISSED SOMETHING? Please note below any special activity, experience, awards, or other information that may help us to understand your skills and abilities that will be helpful on this job. \_\_\_\_\_

**Personal References:** Give names, addresses, and occupations of at least three persons who have known you during the past five years. Do not give names of former employers or relatives.

Name	Address	Telephone Number	Occupation

**Drug, Alcohol, and Tobacco Policy**

Employees of G&T Industries, Inc. have a mutual obligation to maintain a safe and healthy work environment to ensure that the work place is free of employees whose job performance may be impaired due to the use of drugs and/or alcohol.

G&T Industries has a zero tolerance drug policy. No employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs while on duty, operating company machinery, and/or while conducting business related activities off premises. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger the individuals in the workplace.

G&T Industries reserves the right to conduct pre-employment screening for illegal drugs. All G&T employees are also subject to drug and alcohol screening for post-accident or reasonable suspected use of drugs and/or alcohol.

While use of tobacco products will not be used in making hiring decisions, G&T Industries is committed to tobacco-use prevention. Use of tobacco products is strictly prohibited on any property owned or leased by G&T Industries. By signing this application, all applicants who are hired by G&T Industries agree to abide by the G&T Industries tobacco use policy and refrain from using tobacco products on company property.

**Applicant acknowledgement and certification of truth and accuracy**

I declare the foregoing to be a truthful and complete statement of facts. I understand that false statements on this application or omissions may result in dismissal.

The Unemployment Compensation Act imposes severe penalties on any person who "makes a false statement or representation, knowing it to be false, or knowingly fails to disclose a material fact, to obtain or increase any benefit or other payment under this act, either for himself or for any other person..."

It is the policy of G&T Industries, Inc. to provide equal opportunity employment to all individuals regardless of race, color, religion, gender, national origin, age, veteran status, marital status, political affiliation, sexual orientation, disability, genetic information, or other basis prohibited by federal, state, or local law. This policy applies to all areas of employment, including, but not limited to, recruitment, selection, placement, retention, and separation.

I understand that G&T Industries, Inc. may request a consumer report, or an investigative consumer report, including information as to my character, general reputation, personal characteristics, and mode of living, for general purposes of evaluating my application for employment. I further understand that if desired by me, I may request in writing of G&T Industries, Inc. a complete and accurate disclosure of the nature and scope of the investigation. I consent to the furnishing of any such report to G&T Industries, Inc. I have read and understood the foregoing statement and hereby authorize the company to investigate the accuracy of any statement made by me in connection with this application.

I hereby authorize any former or present employer to release to G&T Industries, Inc. all records and information pertaining to my employment, and I waive and release such employer(s) from any claim arising out of or based upon that release of information and records. I understand that G&T Industries, Inc. is not obligated to provide me with copies of records or information obtained from my former or present employers.

In consideration of my employment, I agree to conform to the rules and regulations of GT Industries, Inc. as outlined in the Employee Shareholder's Handbook, and that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of either the Company or myself. I understand that any agreement for any specified period of time or any agreement contrary to the foregoing at will employment provision can only be entered and made by the CEO or President of the Company, and only in writing, and that no other representative of the Company has such authority.

**\*G&T does not deny employment to an applicant solely because the person has been convicted of a crime, the company may however consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.**

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**APPLICANT'S SIGNATURE**

**DATE**

**For Office Use Only - Applicants do not write in this space**

Arrange Interview:  Yes  No Interview Date: \_\_\_\_\_ Time: \_\_\_\_\_

Interviewed by: \_\_\_\_\_ Position interviewed for: \_\_\_\_\_

Hired:  Yes  No Start Date: \_\_\_\_\_ Pay Rate: \_\_\_\_\_

Pre-employment drug screen results received:  Yes  No Date: \_\_\_\_\_

Hired by: \_\_\_\_\_ Date: \_\_\_\_\_

### **About G&T Industries**

G&T Industries, Inc. is a multi-faceted employee-owned company serving the needs of many diverse markets. Founded in 1954 in Grand Rapids, Michigan, G&T has grown immensely over the years and is continuously striving to enter new sales and distribution markets.

### **Our Vision Statement**

Valued employee shareholders working as a unified business; maximizing return on investments while being recognized as the most respected organization in the expanding global markets.

### **Our Mission Statement**

To design, develop and deliver quality products and services that provide value for our partners while achieving security for our employee shareholders.

### **Safety and Wellness**

G&T Industries is committed to providing a safe and healthy work environment for all of our employees. All management and employees are expected to display a sincere and cooperative effort to our safety program.

G&T Industries is also committed to the wellness of our employees, and we provide a smoke-free work environment. All employees are expected to abide by our safety and tobacco-free rules.

### **G&T Industries Employee-Owners**

Becoming an employee of G&T Industries means that you are on your way to employee-ownership! After a qualifying period, G&T employees are eligible to earn shares of the company and share in the sense of ownership that makes us a team. In addition to our ESOP (Employee Stock Ownership Plan), G&T Industries offers a full benefits package to our eligible employees.



**G&T INDUSTRIES**

Find out more about G&T Industries by logging on to [www.gtindustries.com](http://www.gtindustries.com)

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