****

***ALABAMA MISSISSIPPI TENNESSEE***

*Tuscaloosa West Point Tupelo Jackson*

 (205) 366-9495 680 West Tibbee Road 136 Bauhaus Drive (731) 427-1247

 FAX (662) 492-9591 West Point, MS 39773 Saltillo, MS 38866 FAX (662) 869-7800

 (662) 492-9555 (662) 869-0012

 FAX (662) 492-9591 FAX (662) 869-7800

[**www.grahamroofing.com**](http://www.grahamroofing.com)

**APPLICATION FOR EMPLOYMENT**

Graham Roofing Incorporated is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

Date

Name

 Last First Middle

Address

 Number & Street City State Zip

Do you have a valid driver’s license? \_\_\_\_Yes \_\_\_\_No Do you have a commercial driver’s license (A or B)?

 If so, what class?\_\_\_\_\_\_\_

Position Applying For Full Time Part Time

Phone Number (s) Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Available Salary Desired

Are you over 18 years old? \_\_\_\_Yes \_\_\_\_No Are you over 21 years old? \_\_\_\_Yes \_\_\_\_No

*(Must be 18 to work)* *(Must be 21 to drive a company vehicle)*

Are you legally eligible for employment in the United States? \_\_\_\_Yes \_\_\_\_No

(If offered employment, you will be required to provide documentation to verify eligibility.)

Have you ever been employed by Graham Roofing in the past? \_\_\_\_Yes \_\_\_\_No

If so, please state facility name and location and dates of employment

**EDUCATION:** ***Please indicate education or training which you believe qualifies you for the position you are seeking***.

**High School:** No. of Years Completed (circle one) 1 2 3 4

**Diploma:** \_\_\_\_Yes \_\_\_\_No **G.E.D.** \_\_\_\_Yes \_\_\_\_No

**College and/or Vocational School:**

Number of Years Completed (circle one) 1 2 3 4

 School(s) City/State

 Major Degree(s) Earned

**Other Training or Degrees:**

 School(s) City/State

 Course Degree or Certificate Earned

**SKILLS:** Do you have any roofing experience? \_\_\_\_Yes \_\_\_\_No If so, what type of roofing experience and how long:

List skills, equipment, technical materials and software you have experience with:

**EMPLOYMENT:** List ***last employer first***, including U.S. Military Service.

**May we contact your present employer? \_\_\_\_Yes \_\_\_\_No**

If any employment was under a different name, indicate name.

Employer Address

Telephone Job Position

Dates of Employment: From\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_

 Mo/Yr Mo/Yr

Hourly Rate Supervisor or Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duties Full-time\_\_\_ Part-time\_\_\_ No. of Hrs. \_\_\_\_\_\_\_

Reason for Leaving

Employer Address

Telephone Job Position

Dates of Employment: From\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_

 Mo/Yr Mo/Yr

Hourly Rate Supervisor or Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duties Full-time\_\_\_ Part-time\_\_\_ No. of Hrs. \_\_\_\_\_\_\_

Reason for Leaving

Employer Address

Telephone Job Position

Dates of Employment: From\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_

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Hourly Rate Supervisor or Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duties Full-time\_\_\_ Part-time\_\_\_ No. of Hrs. \_\_\_\_\_\_\_

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Employer Address

Telephone Job Position

Dates of Employment: From\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_

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Hourly Rate Supervisor or Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duties Full-time\_\_\_ Part-time\_\_\_ No. of Hrs. \_\_\_\_\_\_\_

Reason for Leaving

Employer Address

Telephone Job Position

Dates of Employment: From\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_

 Mo/Yr Mo/Yr

Hourly Rate Supervisor or Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duties Full-time\_\_\_ Part-time\_\_\_ No. of Hrs. \_\_\_\_\_\_\_

Reason for Leaving

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been discharged or asked to resign from a job? \_\_\_\_Yes \_\_\_\_No

If yes, explain:

**REFERENCES: *Do you know someone employed at GRI? If so, please fill out the information below.***

 ***\_\_\_\_\_\_ Yes, I know someone employed at GRI. \_\_\_\_\_\_\_\_\_\_ No, I do not know anyone employed at GRI.***

**Reference # 1 Reference # 2**

**Name**  **Name**

Address Address

Phone ( ) Phone ( )

**Reference # 3 Reference # 4**

**Name**  **Name**

Address Address

Phone ( ) Phone ( )

**APPLICANT’S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Graham Roofing Incorporated to verify their accuracy and to obtain reference information on my work performance. I hereby release Graham Roofing Incorporated from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment, or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

**I understand that I must successfully complete the drug and / or alcohol testing requirements before beginning work at Graham Roofing Incorporated.**

Signature of Applicant Date

**This application for employment is good for six (6) months only.**

**Consideration for employment after six (6) months requires a new application.**