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**GAVIDIA VETERAN STAFFING**

**EMPLOYMENT APPLICATION:** You must fill out all sections of this application completely and honestly. This information will be used to determine your eligibility for a position. All application materials become the property of Gavidia Veteran Staffing and will not be returned.

**PERSONAL INFORMATION *as it appears on your SSN card***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name (Last) | | (First) | | (Middle Name) | | (Preferred Name/Nickname) |
| Address (Street) | | | | (City) | | |
| Branch of Service?  Marines  Army Navy  Air Force  Coast Guard National Guard  Other\_\_\_\_\_\_\_\_\_ | | | Rank: | | Discharge Type:  Honorable  Medical Other Than Honorable  Dishonorable | |
| E-mail Address | | | (State) | | (Zip) | |
| Home Phone Number (     ) | Work Phone Number (     ) | | Cell Phone Number (     ) | | Social Security Number – last 4 only  **XXX-XX-** | |
| Are you interested in  Temporary / Consulting  Direct Hire Placement  Part-Time | | | Emergency Contact Name and Number: Approve to call  Yes  No | | | |
| Will you work in a smoking office? (In states where smoking is allowed) Yes  No Birth Month: Day:  Hourly pay minimum: Annual pay minimum: | | | | | | |
| How did you find out about this job opening?  Job Board (Identify)        Referral (Identify)       Gavidia Veteran Staffing Website  Newspaper (Identify)        Other (Please Explain): | | | | | | |
| Are you authorized to work in the U.S.?  Yes  No *If employed, you must show documents that prove your identity and employment eligibility as required by the Immigration Reform and Control Act of 1986.* | | | | | | |

EDUCATION & SKILLS

Please list all education beginning with most recent. Indicate a diploma or degree, if completed, including GED if obtained.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name & Location of School** | **# of yrs. Complete** | **Graduated** | | **Degree & Major** |
| College |  | Yes | If no, approx. number of credit hours completed: |  |
| Other |  | Yes | If no, approx. number of credit hours completed |  |
| Other |  | Yes | If no, approx. number of credit hours completed |  |
| High School/GED |  | Yes | If no, approx. number of credit hours completed |  |
|  | | | | |
|  | | | | |
| **SKILLS/CERTIFICATIONS/PROGRAMMING LANGUAGES:** List technical or specialized skills/credentials (list type of license and name of state where issued), certifications, professional licenses, registrations held (include certification/registration number and expiration date) and knowledge of any computer programming languages or specialized software or hardware. | | | | |
|  | | | | |
|  | | | | |
|  | | | | |

**EMPLOYMENT HISTORY:** List all employment including military and volunteer service ***starting with the most current position held****.* Show employment history for at least 10 years or from the time you left school (supplemental sheets available). Explain gaps in employment history. This information will be used in reference checks. Failure to answer all items in the following section may eliminate you from further consideration.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates Employed (month/year) | | Position Title | |
| From: | To: |
| Salary |  | Organization Name/Address | |
| Start: $ | Final: $ |
| Full-time  Part-time, hrs/wk | |
| May we contact for references  Yes  No | | **Supervisor's Name Title and Phone:** | Reason For Leaving: |
| Duties: | | | |
| Dates Employed (month/year) | | Position Title | |
| From: | To: |
| Salary |  | Organization Name/Address | |
| Start: $ | Final: $ |
| Full-time  Part-time, hrs/wk | |
| May we contact for references  Yes  No | | **Supervisor's Name Title and Phone:** | Reason For Leaving: |
| Duties: | | | |
| Dates Employed (month/year) | | Position Title | |
| From: | To: |
| Salary |  | Organization Name/Address | |
| Start: $ | Final: $ |
| Full-time  Part-time, hrs/wk | |
| May we contact for references  Yes  No | | **Supervisor's Name Title and Phone:** | Reason For Leaving: |
| Duties: | | | |
| Dates Employed (month/year) | | Position Title | |
| From: | To: |
| Salary |  | Organization Name/Address | |
| Start: $ | Final: $ |
| Full-time  Part-time, hrs/wk | |
| May we contact for references  Yes  No | | **Supervisor's Name Title and Phone:** | Reason For Leaving: |
| Duties: | | | |

Business References – DO NOT LEAVE THIS SECTION BLANK!  
(List three individuals, in addition to listed employment references, known to you for at least three years.)

|  |  |  |
| --- | --- | --- |
| NAME : First and Last | occupation and association to Candidate | telephone with Extension |
| 1. |  | ( ) |
| 2. |  | ( ) |
| 3. |  | ( ) |

RECENT INTERVIEW ACTIVITY – PAST 90 DAYS – DO NOT LEAVE THIS SECTION BLANK!

(List the last three companies and positions you interviewed with, please include the person you met with as well as the date.

The status should be pending, offer or passed.)

|  |  |  |
| --- | --- | --- |
| COMPANY NAME and POSITION: | Interviewed with and Date: | Status: |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

**Certificate of Candidate**

(To Be Completed By All Candidates)

**General:**I have submitted the attached form to Gavidia Veteran Staffing (hereinafter referred to as "GVS") for the purpose of obtaining assistance in securing full-time, part-time, temporary, or contract employment. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate GVS to further process my application. I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to be the best of my knowledge. I also agree that falsified 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 all persons listed above (and on the accompanying resume, if any) to give GVS any and all information concerning my previous employment and education and any pertinent information they may have, personal or otherwise, and release all parties, such persons and GVS from liability for any damage that may result from furnishing same to GVS.

**Direct Hire / Temporary / Contract Employment:**If employed as a temporary or contract employee, I understand that I will be an employee of either FSGH or TFI Resources, Inc., administrator for temporary employees and not of any GVS client. If employed, I further understand that my employment is not guaranteed for any specific time and may be terminated at any time for any reason. I further understand that a contract will exist between GVS and each client to whom I may be assigned which will require the client to pay a fee to GVS in the event I accept direct employment with the client. I agree to notify my GVS recruiter immediately should I be offered direct employment by a client (or by a referral of the client to any subsidiary or affiliated company), either for a full-time, part-time, temporary (including assignments through another agency), or consulting positions within twelve months after the last day of any assignment period or submission of my resume by GVS to the client. If I violate this and accept employment without the acknowledgement of GVS, I will become liable for the fees due to GVS. I understand that the Client of GVS will pay GVS a fee and should that Client not pay GVS per the terms of the agreement that I may be asked to not return to the assignment. If I violate this request and continue to work for the Client I understand that I will become liable for the fees due to GVS and possibly a party to collections or legal action.

GVS is not a professional accounting firms. I will not render an opinion on behalf of GVS on financial information (i.e. tax returns, financial statements, etc). I will not sign the name of GVS or my name to tax returns or financial information for any client. I will not handle cash, checks or any other items of value without the prior written consent of my GVS recruiter. Under no circumstances will I transport cash, negotiable or other valuables or operate a vehicle while an employee of GVS and on assignment without prior written consent.

**References:** I understand and authorize GVS to obtain an employment history verification for employment purposes that may include information as to my character, general reputation, personal characteristics, and mode of living, work experience and performance, along with reasons for termination of past employment.

**By completing and submitting this disclosure statement electronically via the Internet, I agree to its terms and conditions and acknowledge that I have read the above information and that my signature thereto may be implied.**

**Electronic Signature: By checking the box below I am signing this Employment Application.**

APPLICANT’S SIGNATURE: DATE: