



The Godwin Group

Employment Application

The Godwin Group and/or subsidiaries consider applicants for all positions without discrimination because of race, color, religion, sex, national origin, age, disability, or any other legally protected status.



APPLICANT INFORMATION

Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available		Social Security No.		Desired Salary	
Position Applied for					
Do you have relatives working for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, who?	
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	
		YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	

(A conviction will not necessarily disqualify you from employment)

EDUCATION

High School		Address			
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College		Address			
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other		Address			
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
If you did not graduate high school, have you obtained your GED? YES <input type="checkbox"/> NO <input type="checkbox"/>					

REFERENCES

Please list three professional references.

Full Name		Relationship
Company		Phone
Address		
Full Name		Relationship
Company		Phone
Address		
Full Name		Relationship
Company		Phone
Address		



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PREVIOUS EMPLOYMENT

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE

Branch	From	To
Rank at Discharge		
Military training/experience related to this job		

INTERESTS: Use the space below to describe your interests, abilities, and any skills/aptitudes that you feel qualify you for a position with our Company. (You may wish to include civic and community activities, professional societies in which you participate, hobbies, sports, special training, or skills such as typing, accounting and the like.) If you need more space, please continue on the back of this sheet.



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ACKNOWLEDGMENT

Please Read Before Signing:

- I UNDERSTAND THAT ANY INFORMATION PROVIDED BY ME THAT IS FOUND TO BE FALSE, INCOMPLETE OR MISREPRESENTED IN ANY ASPECT, WILL BE SUFFICIENT CAUSE TO (1.) CANCEL FURTHER CONSIDERATION OF THIS APPLICATION OR (2.) IMMEDIATELY DISCHARGE ME FROM THE EMPLOYER'S SERVICE, WHENEVER IT IS DISCOVERED.
- I EXPRESSLY AUTHORIZE, WITHOUT RESERVATION, THE EMPLOYER, ITS REPRESENTATIVES, EMPLOYEES OR AGENTS TO CONTACT AND OBTAIN INFORMATION FROM ALL REFERENCES (PERSONAL AND PROFESSIONAL), EMPLOYERS, PUBLIC AGENCIES, LICENSING AUTHORITIES AND EDUCATIONAL INSTITUTIONS AND TO OTHERWISE VERIFY THE ACCURACY OF ALL INFORMATION PROVIDED BY ME IN THIS APPLICATION, RESUME, OR JOB INTERVIEW. I HEREBY WAIVE ANY AND ALL RIGHTS AND CLAIMS I MAY HAVE REGARDING THE EMPLOYER, ITS AGENTS, EMPLOYEES OR REPRESENTATIVES, FOR SEEKING, GATHERING, AND USING SUCH INFORMATION IN THE EMPLOYMENT PROCESS AND ALL OTHER PERSONS, CORPORATIONS, OR ORGANIZATIONS FOR FURNISHING SUCH INFORMATION ABOUT ME.
- I UNDERSTAND THAT THE EMPLOYER DOES NOT UNLAWFULLY DISCRIMINATE IN EMPLOYMENT AND NO QUESTION ON THIS APPLICATION IS USED FOR THE PURPOSE OF LIMITING OR EXCLUDING ANY APPLICANT FROM CONSIDERATION FOR EMPLOYMENT ON A BASIS PROHIBITED BY APPLICABLE LOCAL, STATE OR FEDERAL LAW.
- I UNDERSTAND THAT THIS APPLICATION REMAINS CURRENT FOR ONLY (6) SIX MONTHS. AT THE CONCLUSION OF THAT TIME, IF I HAVE NOT HEARD FROM THE EMPLOYER AND STILL WISH TO BE CONSIDERED FOR EMPLOYMENT, IT WILL BE NECESSARY TO REAPPLY AND FILL OUT A NEW APPLICATION.

Signature

Date

DISCLAIMER AND SIGNATURE

IF I AM HIRED, I UNDERSTAND THAT I AM FREE TO RESIGN AT ANY TIME, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, AND THE EMPLOYER RESERVES THE SAME RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, EXCEPT AS MAY BE REQUIRED BY LAW. THIS APPLICATION DOES NOT CONSTITUTE AN AGREEMENT OR CONTRACT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OR DEFINITE DURATION. I UNDERSTAND THAT NO SUPERVISOR OR REPRESENTATIVE OR THE EMPLOYER IS AUTHORIZED TO MAKE ANY ASSURANCES TO THE CONTRARY AND THAT NO IMPLIED ORAL OR WRITTEN AGREEMENTS CONTRARY TO THE FOREGOING EXPRESS LANGUAGE ARE VALID UNLESS THEY ARE IN WRITING AND SIGNED BY THE EMPLOYER'S PRESIDENT.

I ALSO UNDERSTAND THAT, BEFORE EMPLOYMENT, I WILL AGREE TO PARTICIPATE IN THE GODWIN GROUP AND/OR SUBSIDIARIES PRE-EMPLOYMENT PROCESS WHICH MAY INCLUDE BUT IS NOT LIMITED TO, DRUG SCREENING, CRIMINAL BACKGROUND AND DRIVING RECORD CHECK. I ALSO UNDERSTAND THAT AN UNSUITABLE RESULT AN ANY COMPONENT OF THE PRE-EMPLOYMENT PROCESS CAN/WILL PREVENT ME FROM EMPLOYMENT AND I CAN RESUBMIT AN APPLICATION IN (6) SIX MONTHS FOR RECONSIDERATION.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

Signature of Applicant

Date

Signature of Hiring Manager

Date

BACKGROUND RESEARCH RELEASE

AUTHORIZATION AND GENERAL RELEASE

I, the undersigned candidate, _____, in connection with this application, authorize all corporations, companies, credit agencies, educational institutions, persons, law enforcement agencies, military services, and former employers to release information they may have about me to The Godwin Group and/or Subsidiaries or its agents and releases them from any liability or responsibility from doing so. Further, I authorize the procurement of an investigative consumer report and understand that such a report may contain information about my background, character, and personal reputation. I understand that this notice will also apply to any future update reports that may be requested.

Signature of Applicant

Date

Company Representative/Job Title

Date

WE ARE AN AT-WILL, EQUAL OPPORTUNITY EMPLOYER