

# GMAC Academy Employment Application



## Personal Information

Date of Application: \_\_\_\_\_

Name (Last)			(First)			(Middle)					
Home Address			City			State		Zip			
Home Phone ( ) ( ) ( )			Cell Phone ( ) ( ) ( )								
Position Applying For		Date Available	Days & Hours available. To work extra time		Mon	Tues	Wed	Thur	Fri	Sat	Sun
Are you interested in (check all that apply) <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer				From							
How were you referred to The School Box?				To							
Do you have any physical limitations that would prohibit you from lifting 40 lbs. or from standing for extended periods of time?											

## Education

Name & Location of School		Degree/Area of Study	Years Attended	Graduated
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No

## U.S. Military Service

Branch of Service	Technical Specialization	Rank Attained

## Special Skills

<b>Computer Literacy:</b> Please rate your computer literacy on a scale of 1 to 5 with 1 meaning little to no computer experience and 5 meaning extensive computer experience. _____	<b>Please list any other special skills (optional)</b>

## Legal

Do you have the legal right & necessary documents to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Identity and employment eligibility of all employees will be verified as required by the Immigration Reform &amp; Control Act of 1986.)</small>
Did any company ever discharge you? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, give name of company(ies):</i> Reason for discharge: _____
Have you ever been convicted of a crime other than a minor traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please explain offense and final disposition:</i> _____

# Employment History

List employment starting with your most recent position. Account for any time during this period that you were unemployed by stating the nature of your activities.

**May we contact your present employer?**  Yes  No **Past employer?**  Yes  No Please indicate if you were employed under a different name.

Dates	Employer's Name & Address	Position	Major Duties	Salary/Wages	Reason for Leaving
From	Name	Your Job Title		Starting	
To	Address	Supervisor		Final	
	Phone				
From	Name	Your Job Title		Starting	
To	Address	Supervisor		Final	
	Phone				
From	Name	Your Job Title		Starting	
To	Address	Supervisor		Final	
	Phone				

Have you previously worked for *The School Box, Inc.*?  Yes  No

If yes, describe:

Dates: Location:

Position: Supervisor:

Reason for Leaving:

## References

Name	Address	Work Phone	Title

### Please read carefully:

In submitting this application for employment, I understand that an investigation may be made whereby information is obtained regarding my character, previous employment, general reputation, education background, credit record and/or criminal history. I authorize anyone possessing this information to furnish it to *The School Box, Inc.* and/or 3rd party company upon request, and I release anyone so authorized, *The School Box, Inc.* and any 3rd party company from all liability and damages whatsoever in furnishing, obtaining or using said information.

In the event of employment, I understand that false information given in my application or interview may result in immediate dismissal. I understand that I am required to abide by all rules and regulations of *The School Box, Inc.*

I understand and agree that if employed, the employment will be "at will". That is, either I or *The School Box, Inc.* may end the employment relationship at anytime, for any reason, or for no reason. I understand that receipt of this application by *The School Box, Inc.* does not imply employment and that this application and/or any other *School Box* documents are not contracts of employment.

Signed

Date

Various federal, state and local laws prohibit discrimination based on race, color, sex, religion, national origin, ancestry, age, disability or marital status. *The School Box, Inc.* is an equal opportunity employer, and your responses to any question will not be used as a basis for discrimination, but will be judged on its relevance to the position you are seeking.