



**APPLICATION FOR EMPLOYMENT**

An Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

**PERSONAL INFORMATION**

*Incomplete information could disqualify you from further consideration. Please complete all fields.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_

Are you eligible to work in the U.S? \_\_\_Yes \_\_\_No Do you have a valid Georgia driver's license \_\_\_Yes \_\_\_No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.) \_\_\_Yes \_\_\_No

Have you ever been terminated from employment or asked to resign by an employer? \_\_\_Yes \_\_\_No

**If yes**, please provide company names and details \_\_\_\_\_

Can you work any shift? \_\_\_Yes \_\_\_No Can you work overtime, including weekends? \_\_\_Yes \_\_\_No

**Please mark specific days, times and shifts you are available to work.**

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
AM							
PM							
OVERNIGHT							

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? \_\_\_Yes \_\_\_No

**EMPLOYMENT DESIRED**

Date you can start \_\_\_\_\_ Hourly Rate/Salary desired \_\_\_\_\_

Position desired \_\_\_\_\_

Are you currently employed? \_\_\_ If so may we inquire of your present employer? \_\_\_\_\_

**REFERRAL SOURCE**

How did you hear about us? Walk In, Advertisement, Referral, Other (if a current GCSS/EnAble employee referred you please provide the full name here \_\_\_\_\_)

Have you ever worked for EnAble of Ga. or GCSS before? \_\_\_Yes \_\_\_No Explain \_\_\_\_\_

Do you know anyone who works for our company? \_\_\_Yes \_\_\_No If yes, who? \_\_\_\_\_

<b>EDUCATION</b>	<b>Name and location</b>	<b>Years Attended</b>	<b>Degree Received</b>	<b>Subjects studied/Major</b>
High School	_____	_____	_____	_____
College or University	_____	_____	_____	_____
Trade, Business School	_____	_____	_____	_____

**EMPLOYMENT HISTORY** Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration. If additional space is needed please attach a sheet with the same format below to your application.*

Employer Name \_\_\_\_\_  
From \_\_\_\_\_  
To \_\_\_\_\_  
Telephone \_\_\_\_\_

Job Title \_\_\_\_\_  
Address \_\_\_\_\_  
Immediate supervisor and title: \_\_\_\_\_ May we contact? \_\_\_\_\_  
Summarize the nature of work performed and job responsibilities \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Hourly Rate/Salary \_\_\_\_\_

Employer Name \_\_\_\_\_  
From \_\_\_\_\_  
To \_\_\_\_\_  
Telephone \_\_\_\_\_

Job Title \_\_\_\_\_  
Address \_\_\_\_\_  
Immediate supervisor and title: \_\_\_\_\_ May we contact? \_\_\_\_\_  
Summarize the nature of work performed and job responsibilities \_\_\_\_\_  
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Hourly Rate/Salary \_\_\_\_\_

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From \_\_\_\_\_  
To \_\_\_\_\_  
Telephone \_\_\_\_\_

Job Title \_\_\_\_\_  
Address \_\_\_\_\_  
Immediate supervisor and title: \_\_\_\_\_ May we contact? \_\_\_\_\_  
Summarize the nature of work performed and job responsibilities \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Hourly Rate/Salary \_\_\_\_\_

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain. \_\_\_\_\_

Computer Skills (please describe): \_\_\_\_\_

**REFERENCES** Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____

**Please read carefully before signing.**

GCSS/EnAble is an equal opportunity employer. GCSS/EnAble does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for GCSS/EnAble to hire me. If I am hired, I understand that either GCSS/EnAble or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of GCSS/EnAble has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to GCSS/EnAble true and complete information on this application. No requested information has been concealed. I authorize GCSS/EnAble to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal. I understand employment will require the successful completion of drug screening, background check, MVR, and physical exam.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE SIGNED/DATED ABOVE.**