

# G.R. Mitchell, Inc.

PO Box 528  
14 Beaver Valley Pike  
Willow Street, Pa. 17584  
Ph (717) 464-2999 - Fx (717) 464-4760

**Application for Employment**  
an equal opportunity employer

## Personal Information

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State Zip

Previous Address \_\_\_\_\_  
Street City State Zip

Home Phone Number \_\_\_\_\_ Mobile Phone Number \_\_\_\_\_

State Name of Any Relatives, Other than  
Spouse Already Employed by GR Mitchell, Inc. \_\_\_\_\_

Do You Have a Valid Driver's License? \_\_\_\_\_ Class \_\_\_\_\_ Are You Under 18 Years of Age? \_\_\_\_\_

## Employment Desired

Position \_\_\_\_\_ Date You Can Start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Full Time or Part Time \_\_\_\_\_ Hours Available to Work \_\_\_\_\_

Are You Employed Now? \_\_\_\_\_ If So, May we Contact your Present Employer \_\_\_\_\_

Have You Applied with GR Mitchell, Inc. Before? \_\_\_\_\_ if so, when? \_\_\_\_\_ Are You on Lay-Off  
or Subject to Recall? \_\_\_\_\_

## Education

High School \_\_\_\_\_

Name Location  
Grade Completed \_\_\_\_\_ Did You Graduate? \_\_\_\_\_

College \_\_\_\_\_

Name Location  
Grade Completed \_\_\_\_\_ Did You Graduate? \_\_\_\_\_ Subjects Studied & Degree Earned? \_\_\_\_\_

Trade/Business \_\_\_\_\_

Name Location  
Grade Completed \_\_\_\_\_ Did You Graduate? \_\_\_\_\_ Subjects Studied & Degree Earned? \_\_\_\_\_

Special Skills &/or Equipment Operated \_\_\_\_\_

Have You Ever Been Convicted of a Crime? If yes please explain \_\_\_\_\_

Activities/Hobbies Other Than Religious \_\_\_\_\_

(Exclude Organizations, the name or character of which indicates the race, creed, color or national of its members)

**Continue on Other Side**

**Former Employer's**

List Below Last Four Employers, Starting With the Most Recent First, Including Military Services

Company \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Ph. Number \_\_\_\_\_  
Dates Employed From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_ Position \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Company \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Ph. Number \_\_\_\_\_  
Dates Employed From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_ Position \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Company \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Ph. Number \_\_\_\_\_  
Dates Employed From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_ Position \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Company \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Ph. Number \_\_\_\_\_  
Dates Employed From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_ Position \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

**References**

Give Below the Names of Three People Not Related to You, Whom You Have Known at Least One Year

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Years Acquainted \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation & Company Name \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Years Acquainted \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation & Company Name \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Years Acquainted \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation & Company Name \_\_\_\_\_

The Age Discrimination Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age. The inquiry into age is included for the purpose of providing statistical data required by Federal, State & Local agencies.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date or payment of my wages and salary, be terminated at any time without any previous notice.

Any employment offer is contingent upon meeting company medical standards, and I agree to submit to a physical examination and drug screening prior to employment.

My employment with G.R. Mitchell, Inc. is voluntarily entered into and I am free to resign at any time. Similarly, G.R. Mitchell, Inc. may terminate the employment relationship at any time where it believes it is in the company's best interest.

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