

PLEASE PRINT

G&A is an equal opportunity employer. The Company's policy is not to discriminate against any applicant or employee based on race, color, sex, religion, national origin, age (40 and over), disability, genetic information or any other basis protected by applicable federal, state, or local laws. G&A also prohibits harassment of applicants or employees based on any of these protected categories. It is also G&A's policy to comply with all applicable state and federal laws respecting consideration of unemployment status in making hiring decisions.

Note to Applicants: Smoking is prohibited in all indoor areas of _____ (Client Name) unless designated smoking areas have been established by a particular location in accordance with applicable state and local law.

Note to Rhode Island Applicants: _____ (Client Name) is subject to Chapters 29-38 of Title 28 of the General Laws of Rhode Island, and is therefore covered by the state's workers' compensation law.

Position(s) applied for:		Date of Application (M/D/Y):	
Name (last, first, middle):			
Address (street, city, state, zip):			
Telephone: ()	Cell Phone/Other: ()	Email:	
Referral Source (How did you hear about us?):			
If you are under 18 and it is required, can you furnish a work permit?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
If no , please explain:			
Have you ever been employed here before?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes , please give dates and positions:			
Are you legally authorized to work in the United States?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Date available for work (M/D/Y):	What is your desired salary range? _____		
Type of employment desired: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Educational Co-Op			
If applying for a position that will include driving:			
Driver's License Information: State: _____ Number: _____ Expiration Date: _____			
Restrictions or Suspensions (respond fully if driving is required by the job for which you are applying):			

If hired, you may be required to provide proof of insurance coverage.			

Skills and Qualifications			
Summarize any special training, skills, qualifications, licenses and/or certificates that may assist you in performing the position for which you are applying:			
Computer Skills (Check appropriate boxes. Include software titles and years of experience):			
<input type="checkbox"/> Word Processing	Years: _____	<input type="checkbox"/> Spreadsheet	Years: _____
<input type="checkbox"/> Presentation	Years: _____	<input type="checkbox"/> Internet	Years: _____
<input type="checkbox"/> E-mail	Years: _____	<input type="checkbox"/> Other	Years: _____

Criminal History
<u>BEOFORE</u> answering the following question, please read the State Specific Instructions below if you reside in, or are applying for a position in, California, Connecticut, District of Columbia, Georgia, Hawaii, Illinois, Maryland, Massachusetts, Michigan, Minnesota, Missouri (Columbia), Nebraska, Nevada, New York, New Jersey, Ohio, Oregon, Pennsylvania, Rhode Island, Texas (Austin) or Washington.

****Austin (Texas), Baltimore (Maryland), Buffalo (New York), Columbia (New York), District of Columbia, Hawaii, Illinois, Massachusetts, Minnesota, Montgomery County (Maryland), New Jersey, New York City (New York), Oregon, Prince George's County (Maryland), Rochester (New York), Rhode Island, San Francisco (California), and Seattle (Washington) Applicants: DO NOT ANSWER THE QUESTION BELOW AT THIS TIME.**

Please note that you do NOT have to identify a record of any adult or juvenile arrest, detention or conviction that has been sealed, expunged, annulled, erased, pardoned or statutorily eradicated, set aside or otherwise dismissed by court order.

Please note that answering "Yes" to this question will not automatically bar you from employment. Only those crimes which are substantially related to the position you are seeking will be considered.

Have you ever been convicted of a crime? YES NO

If you answered "Yes", please provide the following additional information:

Nature of offense: _____

Misdemeanor Felony

Year of Conviction: _____

County: _____ State: _____

If, subject to the State-Specific Instructions below, you have more than one conviction, please use additional paper to provide the information requested above.

STATE-SPECIFIC INSTRUCTIONS FOR ANSWERING CRIMINAL HISTORY INQUIRY

California Applicants: Do not identify any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been dismissed by a court. Also, do not identify the following marijuana-related convictions entered by the court more than 2 years ago: an infraction for unlawful possession of marijuana or a misdemeanor conviction for: (a) transportation or giving away of up to 28.5 grams of marijuana, other than concentrated cannabis or the offering to transport or give away up to 28.5 grams of marijuana, other than concentrated cannabis; (b) possession of paraphernalia used to smoke marijuana; (c) being in a place with knowledge that marijuana was being used; or (d) being under the influence of marijuana. Also, do not identify any arrest or detention that did not result in a conviction or any record of a referral to, and participation in, any pretrial or post-trial diversion program. **San Francisco, California Applicants: DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.**

You will be asked to answer criminal history questions at a later point in the hiring process. At that time you will not have to identify any information precluded by California state law or any information relating to: (1) a conviction that has been judicially dismissed, expunged, voided, invalidated, or otherwise rendered inoperative (for example, under California Penal Code sections 1203.4, 1203.4a, or 1203.41); (2) a conviction or any other determination or adjudication in the juvenile justice system, or a matter considered in or processed through the juvenile justice system; (3) a conviction for which more than seven years has passed since the date of sentencing; or (4) an offense other than a felony or misdemeanor, such as an infraction.

Connecticut Applicants: Do not identify any arrest, criminal charge or conviction the records of which have been erased by a court based on sections 46b-146, 54-76o or 54-142a of the Connecticut General Statutes. Criminal records subject to erasure under these sections are records concerning a finding of delinquency or the fact that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or not prosecuted, a criminal charge for which the person was found not guilty, or a conviction for which the offender received an absolute pardon. Any person whose criminal records have been judicially erased under one or more of these sections is deemed to have never been arrested within the meaning of the law as it applies to the particular proceedings that have been erased, and may so swear under oath.

District of Columbia Applicants: DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME. You will only have to answer these questions if you receive a conditional offer of employment. At that time, you will not have to identify any arrest or criminal accusation that is not pending against you or did not result in a conviction.

Georgia Applicants: Do not identify any verdict or plea of guilty or nolo contendere that was discharged by the court under Georgia's First Offender Act.

Hawaii Applicants: DO NOT RESPOND TO THE QUESTION SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME. You will only have to answer these questions if you receive a conditional offer of employment. At that time you will be asked whether you have been convicted of a crime within the past 10 years, excluding any period of time when you were incarcerated.

Illinois Applicants: **DO NOT RESPOND TO THE QUESTION SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer these questions if the Company determines that you are qualified for the position for which you are applying and notifies you that you have been selected for an interview, or if you are extended a conditional offer of employment.

Maryland Applicants: **Baltimore, Maryland Applicants:** **DO NOT RESPOND TO THE QUESTION SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer criminal history questions if you receive a conditional offer of employment. **Montgomery County or Prince George's County, Maryland Applicants:** **DO NOT RESPOND TO THE QUESTION SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer criminal history questions after an initial job interview or if you receive a conditional offer of employment.

Massachusetts Applicants: Under Massachusetts law, an employer is prohibited from requesting criminal history information on an initial written application. **DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will be asked to answer criminal history questions at a later point in the hiring process. At that time you will not have to identify any record relating to prior arrests, criminal court appearances or convictions for which the record has been sealed and is on file with the Commissioner of Probation. You also will not have to identify prior arrests, court appearances and adjudications in cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution. You also will not have to identify (1) an arrest, detention or disposition regarding any violation of law in which no conviction resulted; (2) first-time misdemeanor convictions for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace; and (3) convictions for other misdemeanors where the date of conviction or the end of any period of incarceration was more than 5 years ago, unless there have been subsequent convictions within those 5 years.

Michigan Applicants: Do not identify any misdemeanor arrests, detentions or dispositions that did not result in conviction.

Minnesota Applicants: **DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer criminal history questions if you receive a job interview or a conditional offer of employment.

Missouri Applicants: **Columbia, Missouri Applicants:** **DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer criminal history questions if you receive a conditional offer of employment.

Nebraska Applicants: Do not identify a sealed juvenile record of arrest, custody, complaint, disposition, diversion, adjudication or sentence.

Nevada Applicants: You must disclose all felony convictions, but may limit disclosure of misdemeanor convictions to those that occurred within the last seven years and resulted in imprisonment. Please note that the discharge and dismissal of certain first time drug offenses, after the accused has completed probation and any required treatment or educational programs, does not constitute a "conviction" for purposes of employment.

New Jersey Applicants: **DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer criminal history questions after the initial application process, including any interview, has concluded.

New York Applicants: You may answer "no record" concerning any criminal proceeding that terminated in your favor, per section 160.50 of the New York Criminal Procedure Law; any criminal proceeding that terminated in a "youthful offender adjudication," as defined in section 720.35 of the New York Criminal Procedure Law; any conviction for a "violation" that already has been sealed by the court, per section 160.55 of the New York Criminal Procedure Law; and any conviction that was sealed pursuant to section 160.58 of the New York Criminal Procedure Law. **Buffalo, New York Applicants:** **DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer criminal history questions if you receive a job interview or a conditional offer of employment. **Rochester, New York Applicants:** **DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer criminal history questions after an initial job interview or if you receive a conditional offer of employment. **New York City, New York Applicants:** **DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer criminal history questions if you receive a conditional offer of employment.

Ohio Applicants: Do not report any arrest or conviction for a minor misdemeanor drug violation as defined under Ohio Rev. Code 2925.11.

Oregon Applicants: **DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer criminal history questions after an initial interview or a conditional offer of employment.

Portland, Oregon Applicants: **DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer criminal history questions if you receive a conditional offer of employment. At that time, you will not have to identify (1) an arrest not leading to a conviction, except where a crime is unresolved or charges are pending against you, (2) convictions that have been judicially voided or expunged, or (3) charges that have been resolved through the completion of a diversion or deferral of judgment program for offenses not involving physical harm or attempted physical harm to a person.

Pennsylvania Applicants: Do not identify convictions for summary offenses.

Rhode Island Applicants: DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME. You will only have to answer criminal history questions at an initial job interview or thereafter.

Texas Applicants: Austin, Texas applicants DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME. You will only have to answer these questions if you receive a conditional offer of employment.

Washington Applicants: Do not identify any conviction entered by the court more than 10 years ago unless some period of incarceration resulting from that conviction took place within the last ten years. **Seattle, Washington Applicants: DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer these questions after an initial screen.

Employment History

Please specify your complete full-time and part-time employment history, including self-employment. You may include verifiable work performed on a volunteer basis.

Starting with your most recent employer, provide the following information.

Employer:	Telephone: ()	Dates Employed (Month/Year): / to /
Address (street, city, state, zip):		Compensation (Starting): \$ per <input type="checkbox"/> Hourly <input type="checkbox"/> Salary
Starting job title/final job title:		Commission/Bonus/Other Compensation: \$
Immediate supervisor and title (for most recent position held):		Compensation (Final): \$ per <input type="checkbox"/> Hourly <input type="checkbox"/> Salary
		Commission/Bonus/Other Compensation: \$
May we contact for reference? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		

Reason for leaving?

Summarize the type of work performed and job responsibilities:

Employer:	Telephone: ()	Dates Employed (Month/Year): / to /
Address (street, city, state, zip):		Compensation (Starting): \$ per <input type="checkbox"/> Hourly <input type="checkbox"/> Salary
Starting job title/final job title:		Commission/Bonus/Other Compensation: \$
Immediate supervisor and title (for most recent position held):		Compensation (Final): \$ per <input type="checkbox"/> Hourly <input type="checkbox"/> Salary
		Commission/Bonus/Other Compensation: \$
May we contact for reference? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		

Reason for leaving?

Summarize the type of work performed and job responsibilities:

Employer:	Telephone: ()	Dates Employed (Month/Year): / to /
Address (street, city, state, zip):		Compensation (Starting): \$ per <input type="checkbox"/> Hourly <input type="checkbox"/> Salary
Starting job title/final job title:		Commission/Bonus/Other Compensation: \$
Immediate supervisor and title (for most recent position held):		Compensation (Final): \$ per <input type="checkbox"/> Hourly <input type="checkbox"/> Salary
		Commission/Bonus/Other Compensation: \$
May we contact for reference? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		

Reason for leaving?

Summarize the type of work performed and job responsibilities:

** Please use additional paper to provide additional work history, if necessary.

Educational Background				
Starting with your most recent school attended, provide the following information:				
School (Name, City & State)	Years Completed	Completed	GPA/Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other: _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other: _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other: _____		

References				
List name and telephone number of three references who are <i>not</i> related to you. Business or work references preferred.				
Name	Title	Relationship to You	Telephone	Number of Years Known

Lie Detector Disclaimer (Massachusetts and Maryland ONLY)

Massachusetts Applicants: I understand that it is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

Maryland Applicants: I understand that under Maryland Law, an employer may not require or demand, as a condition of employment, prospective employment or continued employment, that any individual submit to or take a polygraph or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100.

APPLICANT'S STATEMENT & ACKNOWLEDGMENT

THIS APPLICATION IS NOT COMPLETE UNTIL IT IS FULLY COMPLETED, SIGNED, AND ALL STATEMENTS BELOW HAVE BEEN READ AND INITIALED.

I certify that all of the information furnished on this application and during the application process is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts called for may result in refusal to hire or, if hired, may result in my dismissal at any time regardless of when the false answer or omissions are discovered.

Initial: _____

I recognize that this employment application is not an offer of employment. I agree that if I am hired by the Company, **I will be an at-will employee**, meaning that either the Company or I may end the employment relationship at any time with or without cause or notice. I understand that only the Company President or the most senior Company Official of _____ (Client Name), and no manager, supervisor, or other representative of the Company, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the at-will employment relationship, and with respect to any agreement entered into by the Company President or the most senior Company Official, any such agreements must be in writing and signed by the Company President or the most senior Company Official and by me or my authorized representative.

Initial: _____

I further understand and agree that, except for my at-will employment status, if hired, my wages, hours, working conditions, job assignment(s), and compensation rate(s) will be subject to change by _____ (Client Name).

Initial: _____

I understand that if I am offered employment, I may be required to sign a non-solicitation and non-disclosure agreement, as a condition of the employment.

Initial: _____

I understand that the Company may share the information contained in this application with other Company employees for employment and administrative purposes and hereby consent to such transfer.

Initial: _____

I hereby authorize, to the extent allowed by applicable federal state and local laws, _____ (Client Name) to conduct its own investigation of my references, employment history and education and, further, authorize the references and prior employers I have listed to disclose to the Company information related to my employment history and qualifications for the position for which I am applying, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initial: _____

I understand and expressly agree that if employed by the Company, storage areas provided for me (locker, desk, etc.) are open to investigation by the Company without prior notice to me.

Initial: _____

I agree to undergo a pre-employment physical examination consistent with federal and state law.

Initial: _____

I agree to submit to legally permissible drug testing upon an offer of employment from _____ (Client Name) and prior to starting work. I agree that any offer of employment is contingent upon my receiving a negative test result.

Initial: _____

Massachusetts Applicants: I understand that it is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

Initial: _____

Maryland Applicants: I understand that under Maryland Law, an employer may not require or demand, as a condition of employment, prospective employment or continued employment, that and individual submit to or take a polygraph or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100.

Initial: _____

My signature below certifies that I agree to be bound by the terms and conditions stated in this application, which contains all the understandings between the Company and me concerning the topics addressed herein, and supersedes any prior inconsistent understandings between the Company and me on such issues.

Signature of Applicant: _____ **Date:** _____