



## Employment Application

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability, medical condition, national origin, or marital status. Please return completed applications to: **Griffin & Griffin Towing, 1257 A Metro Drive Columbus, GA 31907**

Name		Date	
Street Address			
City		State	ZIP
Home Phone	Cell Phone	Email Address	
I am applying for a position as a			
Have you ever been convicted of a felony? <input type="checkbox"/> yes <input type="checkbox"/> no		If yes, please provide details	
<b>Availability</b>			
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> On-Call/PRN <input type="checkbox"/> Temporary /Seasonal		Check Days Available to Work: <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	
Indicate Hours Available to Work:		Are you willing to work overtime as necessary? <input type="checkbox"/> yes <input type="checkbox"/> no	
How did you hear about this position? (Please specify the name of newspaper, agency, etc.)			
<input type="checkbox"/> Newspaper: _____		<input type="checkbox"/> Other Advertisement: _____	
<input type="checkbox"/> Employee Referral: _____		<input type="checkbox"/> Job Fair: _____	
<input type="checkbox"/> Agency: _____		<input type="checkbox"/> School/College: _____	
<b>Skills</b> Rate yourself on the following skill sets by circling the appropriate number, with a 5 being very proficient and 1 having no skill.			
Dispatcher	1 2 3 4 5	Supervision of Employees	1 2 3 4 5
Data Entry	1 2 3 4 5	Truck Driver	1 2 3 4 5
		Microsoft Office Word	1 2 3 4 5
		Transporting Vehicles	1 2 3 4 5
<b>Education</b>			
High school	City/State	Did you Graduate? <input type="checkbox"/> yes <input type="checkbox"/> no	
College & Degree	City/State	Did you Graduate? <input type="checkbox"/> yes <input type="checkbox"/> no	
Other	City/State	Did you Graduate? <input type="checkbox"/> yes <input type="checkbox"/> no	



Please list any other job related skills or certifications.

**Employment History**

Please list your last three employers.

May we contact your current employer?

yes  no

Most current Company	From	To
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Job title	Reason left
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Duties

Supervisor	Phone	Hourly Rate/Salary Starting:      Ending:
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Company	From	To
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Job title	Reason left
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Duties

Supervisor	Phone	Hourly Rate/Salary Starting:      Ending:
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Company	From	To
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Job title	Reason left
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Duties

Supervisor	Phone	Hourly Rate/Salary Starting:      Ending:
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**Personal References (Non-Relatives)**

Name	Address	How Acquainted/Years Known	Local Phone #
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Name	Address	How Acquainted/Years Known	Local Phone #
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Name	Address	How Acquainted/Years Known	Local Phone #
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**CERTIFICATION AND RELEASE:** I certify that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentation of facts called for in this application may result in rejection of my application or discharge at any time during my employment. I also understand that I am required to abide by all rules and regulations of Griffin & Griffin Towing. I authorize the company and/or its agents, including consumer reporting bureaus, to verify any information including, but not limited to, criminal history and motor vehicle driving records. I authorize all persons, schools, companies, and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies, and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited during employment and that Griffin & Griffin Towing conducts random drug screening of all employees in order to ensure a safe work environment. I understand that if I am hired I will be subject to a ninety (90) day introductory period. Griffin & Griffin Towing is an at-will employer, which means that the employment relationship can be ended at anytime by the employer or the employee with or without notice.

Signature	Date
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