



Graf Investments, Inc

Employment Application

Applicant Information

Full Name: Date:
Last First M.I.

Address:
Street Address Apartment/Unit #

City State ZIP Code

Phone: Email:

Date Available: Social Security No.:

Position Applied for:

Emergency Contact: Relationship: Phone:

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when?

Education

High School:

From: To: Did you graduate? YES ☐ NO ☐ Diploma:

College:

From: To: Did you graduate? YES ☐ NO ☐ Degree:

Other:

From: To: Did you graduate? YES ☐ NO ☐ Degree:

References

Please list three professional references.

Full Name: Relationship:

Company:		Phone:	
Address:			
Full Name:		Relationship:	
Company:		Phone:	
Address:			
Full Name:		Relationship:	
Company:		Phone:	
Address:			

Previous Employment

Company:		Phone:	
Address:		Supervisor:	
Job Title:			
Responsibilities:			
From:		To:	
Reason for Leaving:			
May we contact your previous supervisor for a reference?		YES	NO
		☐	☐

Company:		Phone:	
Address:		Supervisor:	
Job Title:			
Responsibilities:			
From:		To:	
Reason for Leaving:			
May we contact your previous supervisor for a reference?		YES	NO
		☐	☐

Company:		Phone:	
Address:		Supervisor:	
Job Title:			
Responsibilities:			

From: To: Reason for Leaving:

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Graf Investments will check the motor vehicle records of any job applicant when driving is an essential job function or when a rental car may be needed for business travel purposes. The applicant's job offer is contingent on eligibility under the company policy outlined above. The motor vehicle record check will include a review of all states listed on the individual's employment application and resume.

If the applicant does not have a valid driver's license or has a driving record that falls at or below the criteria listed under the unacceptable status (defined above), the applicant will not be hired for positions where driving is an essential job function. If the applicant's driving record meets the probationary status criteria, the individual will be placed into that status upon hire with further periodic review.

Signature: Date: