

**EMPLOYMENT APPLICATION**  
**G & G Electric & Plumbing Distributors, Inc.**

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Grover Electric & Plumbing Supply Company  
Grover's Pay & Pack Electric & Plumbing Supply

-An Equal Opportunity Employer-

**Review the entire application before you begin. Legibility, accuracy, organization and completeness are important**

**Individuals who need accommodation during the application process should request this in advance  
so necessary arrangements can be made**

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

DATE \_\_\_\_\_

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_  
Name (Last, First, Middle Initial) Home telephone number Cellular telephone number E-mail address

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_  
Address City State Zip code

Job applied for: \_\_\_\_\_ Date available for work, if hired: \_\_\_\_\_

A job description has been provided. Are you able to perform the essential functions of the position for which you are applying with or without an accommodation? Yes \_\_\_\_\_ No \_\_\_\_\_

This application will be considered for the specific job applied for. It will not be retained. If you wish to be considered for a position in the future, you must file a new application

Are you able to work legally in the U.S.A.? Yes \_\_\_\_\_ No \_\_\_\_\_ As a condition of employment, you will be required to produce original documents establishing your identity and authorization to work, and to complete the U.S. Citizenship and Immigration Services Form I-9.

The nature of our business requires regular attendance and work on weekends. Are you able to meet the company's attendance requirements? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, specify: \_\_\_\_\_

Have you ever been previously employed by the company? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, when? \_\_\_\_\_

Where? \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Reason for leaving \_\_\_\_\_

# EMPLOYMENT APPLICATION

## EMPLOYMENT HISTORY

This section must be filled out entirely. List all work experience for the last 10 years, paid or unpaid, **beginning with your most recent job**. Include military experience and any other qualifying experience gained more than 10 years ago that you wish to be considered as qualifications for the job you are seeking. If more space is needed, additional pages can be added. Previous employers will be contacted for reference information.

1. Company Name: _____ Address: _____ City/State: _____ Phone _____	Employment dates (from/to): _____ Position held: _____ Supervisor: _____	Duties: _____ _____ Reason for leaving: _____
2. Company Name: _____ Address: _____ City/State: _____ Phone _____	Employment dates (from/to): _____ Position held: _____ Supervisor: _____	Duties: _____ _____ Reason for leaving: _____
3. Company Name: _____ Address: _____ City/State: _____ Phone _____	Employment dates (from/to): _____ Position held: _____ Supervisor: _____	Duties: _____ _____ Reason for leaving: _____
4. Company Name: _____ Address: _____ City/State: _____ Phone _____	Employment dates (from/to): _____ Position held: _____ Supervisor: _____	Duties: _____ _____ Reason for leaving: _____
5. Company Name: _____ Address: _____ City/State: _____ Phone _____	Employment dates (from/to): _____ Position held: _____ Supervisor: _____	Duties: _____ _____ Reason for leaving: _____

May we contact your current employer for a reference? Yes \_\_\_ No \_\_\_ Specify: \_\_\_\_\_

Are you known to these employers by a different name? Yes \_\_\_ No \_\_\_ Specify: \_\_\_\_\_

Explain all gaps between your dates of employment listed: \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT APPLICATION**  
**EMPLOYMENT HISTORY (continued)**

Have you ever been discharged from any job? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, please explain the circumstances fully: \_\_\_\_\_

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Please list any education or training that qualifies you for the job for which you are applying. Provide names of schools, cities and states. (For example: high school or GED, military training, college or vocational degree, computer classes, apprenticeships or repair training).

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Describe experience, training, or skills that are relevant to the job for which you are applying. (**Be specific:** such as computer skills, forklift training, clerical skills, customer service training, etc.)

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**PERSONAL BACKGROUND-** List three references - such as friends, co-workers, neighbors, etc. - Do not list relatives

Name of reference	How do you know this reference?	City	State	Home telephone (include area code)	Work/Cell telephone (include area code)

## **EMPLOYMENT APPLICATION**

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### **PLEASE READ BEFORE SIGNING**

I understand that the Company will rely upon the information I have provided in this application and during my interview. I certify that I have had sufficient time to carefully fill out this application and the answers given herein are true and complete to the best of my knowledge and that my application does not contain any errors, omissions, misrepresentations, or any information which could be interpreted as misleading. I understand that any error, misrepresentation, omission, or misleading information in my application or interview(s) or employers, schools, or persons named above to release to the Company all information regarding my employment during the application process will be grounds for termination of employment or rescinding of my offer of employment. I authorize the character and qualifications, and agree to hold all persons who provide information to the Company harmless, with respect to the information they may give, receive, or publish.

I understand that if I become an employee of the Company that I will be subject to a Drug and Alcohol Policy, and that upon request, I may review the Policy.

I understand that nothing contained in the employment application creates a contract between the Company and myself for employment or any other benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the Company. If an employment relationship is established, I understand that my employment is at-will and my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the Company or myself. I further understand that no representative of the Company, other than the president of the Company, has any authorization to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing and any such agreement to the contrary must be in writing and signed by the president. I also understand that I am required to abide by all of the rules and regulations of the Company.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_