



R. J. GRONDIN & SONS

11 BARTLETT ROAD, GORHAM, MAINE 04038 | 1 (800) 287-1147

### APPLICATION FOR EMPLOYMENT

#### AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Qualified applicants are considered for employment without regard to race, color, religion, gender, national origin, age, mental or physical disabilities, marital status, veteran status, sexual orientation, gender identity and/or expression, genetic information, or any other characteristic protected by applicable law. All employment decisions shall be consistent with the principles of equal opportunity employment. Accommodations to enable all individuals to participate in the application process may be provided upon advance request.

#### ANSWER ALL QUESTIONS - PLEASE PRINT

Applicant's Name (Last) (First) (Middle)		Date of Application	
Applicant's Address (Street)		Applicant's Email Address	
Applicant's Address (City, State, Zip)			
Telephone	Business telephone where you can currently be reached	May we contact you there? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Position(s) Applied For (List Job Titles)		Status Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	
Referral Source <input type="checkbox"/> Advertisement <input type="checkbox"/> Job Fair		<input type="checkbox"/> Employment Agency _____ <input type="checkbox"/> Employee	
<input type="checkbox"/> College/Career Placement Office <input type="checkbox"/> Other			
Are you willing to travel? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Limited	Are you willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Limited	Salary Requirements	Date Available for Work
Have you filed an application or been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes give date(s)			
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you eligible to be lawfully employed in the United States? (proof of citizenship or immigration status will be required upon employment) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Were you referred by a Grondin employee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who?			

Are you licensed to drive? Yes No If Yes, in what state? \_\_\_\_\_ License # \_\_\_\_\_  
 Is your license currently under suspension for any reason? Yes No If yes, please explain.  
 Type of license: Commercial: Class A Class B Standard: Class C  
 Please list any endorsements on your license: \_\_\_\_\_

#### EMPLOYMENT EXPERIENCE (List each job held. Start with your present or last job. Include military service assignments and volunteer activities.)

<b>1</b>	Date From	Date To	Job Title	Employer Name
	Employer Phone #	Employer Address	Supervisor Name	Supervisor Phone # and Email
	Work Performed			
	Reason for Leaving			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No

#### EMPLOYMENT EXPERIENCE (List each job held. Start with your present or last job. Include military service assignments and volunteer activities.)

<b>2</b>	Date From	Date To	Job Title	Employer Name
	Employer Phone #	Employer Address	Supervisor Name	Supervisor Phone # and Email
	Work Performed			
	Reason for Leaving			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No

**EMPLOYMENT EXPERIENCE (List each job held. Start with your present or last job. Include military service assignments and volunteer activities.)**

<b>3</b>	Date From	Date To	Job Title	Employer Name	
	Employer Phone #	Employer Address	Supervisor Name	Supervisor Phone # and Email	
	Work Performed				
	Reason for Leaving			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No	

**PLEASE EXPLAIN GAPS IN EMPLOYMENT GREATER THAN 90 DAYS**

Dates	Reason

**REFERENCES (List professional references only. Do not list friends or relatives)**

Name and Title	Address/ Phone #/ Email

Education	Name and Address of School	Course of Study	Did you Graduate?	List Diploma / Degree
High School				
College				
Other (Specify)				

**PRE-EMPLOYMENT STATEMENT**

I represent that my responses set forth in this application are truthful, accurate, and complete. Any and all false or inaccurate statements made by me in this Application or otherwise during the employment evaluation process shall be grounds both for rejecting my Application for employment and, should I be hired by R. J. Grondin & Sons, termination of my employment.

I authorize representatives of R. J. Grondin & Sons to contact educational institutions, state and federal agencies (to conduct driving record checks and criminal history records checks) and employers designated in this Application for purposes of verification and investigation of my educational, criminal record, driving record, and employment background and performance. Such individuals and organizations are authorized to release such information as may be requested by an R. J. Grondin & Sons representative. I hereby release all such persons from liability or damages incurred as a result of furnishing such information. I understand that an unsatisfactory reference shall be grounds both for rejecting my Application for employment and, should I be hired by R. J. Grondin & Sons, termination of my employment. Should I be employed by R. J. Grondin & Sons, I understand that I could be subject to an outside probe if accused of wrongdoing.

I understand that I may be required to undergo drug testing that complies with DOT or State requirements as a condition of my employment.

Please be aware that R. J. Grondin & Sons is required to report New Hire information to the State of Maine, Department of Human Services, Division of Support Enforcement and Recovery weekly or within 7 days of the date of hire. The R. J. Grondin & Sons complies with this legal requirement.

I certify that I am neither suspended nor excluded from participation in Medicare of state health programs under provisions of sections 1128 or 1156 of the Social Security Act.

R. J. Grondin & Sons desires to maintain a safe and healthy working environment for the benefit of all employees. Where there is a reasonable question as to whether or not I can safely perform the duties of my job due to my physical or mental condition, R. J. Grondin & Sons shall have the right to require that I submit to physical or mental examinations for purposes of receiving medical confirmation that I can safely perform the duties of my job. Any and all such examinations shall be for job-related purposes only and shall be performed by a medical advisor or advisors selected and paid for by R. J. Grondin & Sons. I hereby release all such information to R. J. Grondin & Sons and waive any right of confidentiality.

Submission of the application does not entitle me to be interviewed by R. J. Grondin & Sons. Further, nothing in this Application or in the employment evaluation process shall be construed as either an offer of employment or an obligation on the part of R. J. Grondin & Sons to provide any benefit to me. This Application shall be pending, unless withdrawn by me, until R. J. Grondin & Sons makes a decision on whether or not to hire me or until the 30th day after submission of this application to R. J. Grondin & Sons, whichever occurs first. If no action is taken on my Application within a 30-day period, I understand that I must re-apply to R. J. Grondin & Sons in order to be considered for employment. Should I be employed by R. J. Grondin & Sons, I agree to comply with any and all employment rules and policies of R. J. Grondin & Sons.

After reading all of the terms of this application. I hereby affirm that I understand and agree to the provisions of the same. I also agree that my employment with R. J. Grondin & Sons is on an "at-will" basis, meaning that such employment may be permanently discontinued by either R. J. Grondin & Sons (through discharge or lay/off) or myself through voluntarily quitting at any time without notice and without any recourse of any kind by either party. I expressly agree and understand this is the entire agreement between R. J. Grondin & Sons and me on the subject of discharge, termination and/or layoff, and it may be changed only by an agreement in writing signed by the Director of Finance and Administration or designee of R. J. Grondin & Sons. I agree to conform to R. J. Grondin & Sons' rules and I also agree that I shall be subject to other conditions, which R. J. Grondin & Sons may adopt. I affirm the information in this application is true and complete, and any intentional deception herein may be considered sufficient cause for dismissal.

By checking this box I certify that I have read the above statement and agree to the provisions set forth.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date