

G.L.R. CONSTRUCTION CO., INC.

## APPLICATION FOR EMPLOYMENT

Before filling out the Application for Employment,  
please read the Guidelines, Statements and  
Instructions carefully.

**G.L.R. Construction Co., Inc.**  
**489 Redwood Avenue**  
**Woodbury Heights, NJ 08097**  
**856-848-5030**  
**856-845-7020 – Fax**  
**[adamstech@comcast.net](mailto:adamstech@comcast.net)**

## **Employment Guidelines**

**Before completing the accompanying application for employment,  
please read the following instructions and statements carefully.**

1. To be considered for employment, all questions on the application must be answered.
2. Applicants are required to provide G.L.R. Construction Co., Inc. with the names, addresses, and telephone numbers of two prior work related managers or supervisors who can verify employment and rate your performance.
3. Any individual hired by G.L.R. Construction Co., Inc. is required to complete a 90 days probationary period and attain a satisfactory job performance evaluation in order to continue employment with G.L.R. Construction Co., Inc.
4. In accordance with the Federal Guidelines dealing with the American's with Disability Act of 1990, G.L.R. Construction Co., Inc. application asks whether or not you are capable of performing the specific job related function for the position you are applying for, with or without reasonable accommodation.
5. If you receive a conditional job offer, G.L.R. Construction Co., Inc. requires that as a pre-condition to full-time employment, a complete medical examination and drug screen will be necessary. G.L.R. Construction Co., Inc. reserves the right to withdrawal the conditional job offer and reject employment if the medical examination determines that the job functions of the position cannot be performed with reasonable accommodation. G.L.R. Construction Co., Inc. reserves the right to withdraw a conditional job offer if the prospective employee receives a positive drug test result.
6. In accordance with the Civil rights Act of 1964 and regulations governing affirmative action, equal employment opportunity and the Federal Americans with Disability Act of 1990, G.L.R. Construction Co., Inc. prohibits discrimination in employment and ensures that all applicants are recruited, employed and treated without regard to their age, race, color, creed, national origin, religion, ancestry, marital or veteran status, sex, affection or sexual orientation or the presence of a non-job related medical condition or disability or any legal protected status.

7. Applicants must sign an Acknowledgement Statement on Page 1 of this application which indicates that the applicant understands that unless otherwise defined by law, any employment relationship with G.L.R. Construction Co., Inc. is an “at will” status. This means that the employee has the right to resign at any time, and that the employer, that is G.L.R. Construction Co., Inc. may discharge an employee at any time with or without cause. The “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically authorized in writing by the owner, Stephen J. Kocinski.
8. If you receive a conditional job offer, G.L.R. Construction Co., Inc. requires that a criminal background check be performed. Employment is conditional upon the results of the criminal background check. G.L.R. Construction Co., Inc. reserves the right to withdrawal the conditional job offer and reject employment upon results of criminal background check.
9. False or misleading information, or the submission of any false or misleading documents provided in or with the applicant, or as a part of any interview, may result in the discharge of the person should he/she be employed by G.L.R. Construction Co., Inc.

**Should you have any questions or require a clarification of any item, please as before signing this document.**

I, (print) \_\_\_\_\_, do hereby acknowledge that I have read and understand all of the instructions and statements set forth above.

Please return this signed form with the fully completed and signed application. A copy of this form will be given to you if you request it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**G.L.R. Construction Co., Inc.**

**Application for Employment  
Acknowledgement Statement of Waiver**

**I certify to the best of my knowledge, the information contained in this application and the answers given by me are true and complete.**

Furthermore, I give G.L.R. Construction Co., Inc., authorization to investigate all of the statements made in this application as may be necessary in arriving at an employment decision.

I fully understand that nothing set forth in this employment application, or in the granting of an interview is intended to create an employment agreement between myself and G.L.R. Construction Co., Inc. for either employment or the provision of any benefits.

I also acknowledge that unless otherwise defines by law, any employment relationship with G.L.R. Construction Co., Inc. is classified of an "at will" nature, which means that I may resign at any time and that G.L.R. Construction Co., Inc. can discharge me as an employee at any time, with or without cause. I understand that no promise, representation or agreement to the contrary to the foregoing is binding on G.L.R. Construction Co., Inc. unless it is authorized in writing by the owner Stephen J. Kocinski.

In the event that G.L.R. Construction Co., Inc. employs me and it is discovered that I have provided false or misleading information on the application or during the interview, I may be liable to disciplinary action including termination. I further accept and acknowledge that I am required to abide by all the rules and regulations of G.L.R. Construction Co., Inc.

Lastly, I understand that the Immigration Reform Control Act of November 6, 1986 requires that I provide G.L.R. Construction Co., Inc. with legal proof of my residence or citizenship. I am fully aware that should I fail to provide such proof, I may be subject to termination.

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Signature

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Date



## -EMPLOYMENT APPLICATION

### Applicant Information

Name (Last, First, Middle): \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Position applied for: \_\_\_\_\_ Date \_\_\_\_\_

Have you ever applied to this company before: \_\_\_\_ Yes \_\_\_\_ No If yes, give date \_\_\_\_

Date you can start: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Are you currently employed: \_\_\_\_ Yes \_\_\_\_ No

May we contact your current employer: \_\_\_\_ Yes \_\_\_\_ No

Are you currently on layoff status and subject to recall: \_\_\_\_ Yes \_\_\_\_ No

Do you possess a current driver's license: \_\_\_\_ Yes \_\_\_\_ No

If yes, give number \_\_\_\_\_

Are you legally eligible to work in the United States of America: \_\_\_\_ Yes \_\_\_\_ No  
Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

Are you able to satisfactory performing the essential job duties required of the position for which you are applying, either with or without reasonable accommodations? \_\_\_\_ Yes \_\_\_\_ No

Employment is conditional upon the results of physical. An answer of "no" may disqualify you from employment depending on the circumstances involved. If "No", please explain . \_\_\_\_\_

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**G.L.R. Construction Co., Inc. is an Equal Opportunity Employer**

**Employment History:** This section must be completed if you attach a resume. List your last three employers, major assignments within the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked comments located on the bottom of this page.

Employer:_____	Date Started_____ Date Left_____
Address:_____	Supervisors Name: _____
_____	& Phone Number: _____
_____	Salary_____ Job Title_____
Duties:_____	
_____	
Reason for leaving:_____	
_____	

Employer:_____	Date Started_____ Date Left_____
Address:_____	Supervisors Name: _____
_____	& Phone Number: _____
_____	Salary_____ Job Title_____
Duties:_____	
_____	
Reason for leaving:_____	
_____	

Employer:_____	Date Started_____ Date Left_____
Address:_____	Supervisors Name: _____
_____	& Phone Number: _____
_____	Salary_____ Job Title_____
Duties:_____	
_____	
Reason for leaving:_____	
_____	

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have adequate transportation to and from work? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have and friends or relatives who work for the Company? \_\_\_\_ Yes \_\_\_\_ No If “Yes”, who? \_\_\_\_\_

**Education:** Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education, if any. Include any formal vocation or professional education. For high school and post-secondary education, indicate any major or specialty, such as Academic, Business or Trade.

School:	Years Completed: (Circle)	Graduated: (Circle)	Major Field:
High:	1 2 3 4	Yes NO	
College:	1 2 3 4	Yes NO	
Other:	1 2 3 4	Yes NO	

**Special Skills & Experience:** State and special skills, experience, training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying. \_\_\_\_\_

**References:** Provide the name, addresses and phone numbers of three people whom we may contact as a reference. They should not be relatives or former supervisors.

Name & Address	Phone Number:	Years Known:

### Understanding and Agreements:

As an applicant for a position with G.L.R. Construction Co., Inc., I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if G.L.R. Construction Co., Inc. later discovers that information on this form was incomplete, untrue or inaccurate. I give G.L.R. Construction Co., Inc., the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give G.L.R. Construction Co., Inc. the right to secure additional job-related information about me. I release G.L.R. Construction Co., Inc., and its representatives from all liability for seeking such information. I understand that G.L.R. Construction Co., Inc. is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that G.L.R. Construction Co., Inc. will make reasonable accommodations as required by the Americans with Disability Act. I understand that, if employed I may resign at any time and that G.L.R. Construction Co., Inc., may terminate me at any time in accordance with its established policies and procedures. No representatives of G.L.R. Construction Co., Inc. may make any assurance to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug or psychological tests. I also understand that some positions may involve background and criminal checks.

*For your application to be considered, you must sign and date below.*

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_