

# APPLICATION FOR EMPLOYMENT



## Granite City Electric Core Values

**Respect** - We treat each other with dignity and respect.

We appreciate the contributions of every individual and respect their differences.

**Integrity** - We honor our commitments and we follow through with honesty and a strong moral compass.

**Accountability** - We are accountable for our own actions and adhere to the decisions we collectively make. We operate with urgency, innovation and passion.

**Pride** - We are proud of Granite City's history, growth, stability and community involvement.

Granite City invests in its team of dedicated employees through training and development so we may offer our customers superior service.

As an equal opportunity employer, GCE does not discriminate in hiring or in terms and conditions of employment because of an individual's race, color, gender, age, religion, disability or natural origin. The company only hires individuals authorized for employment in the United States.

If you need an accommodation to complete the attached application, please contact Human Resources at 508-503-2308 or jobs@granitecityelectric.com  
 / /

Position _____
Applying For: _____
Desired:    ( ) Full time ( ) Part time

Date of Application \_\_\_\_\_

### PERSONAL INFORMATION

Last Name _____	First Name _____	Middle Name _____
Are you a U.S. Citizen? ( ) Yes ( ) No		
Present Street Address _____	City _____	State _____
	Zip _____	How long have you lived there? Yrs. _____ Mo. _____
Previous Street Address _____	City _____	State _____
	Zip _____	How long did you live there? Yrs. _____ Mo. _____
Home Phone Number _____	Social Security Number _____	If you are under 18 years of age, state your age: _____

**How were you referred?** \_\_\_\_\_

**Conviction Information:** An applicant with a sealed record of entries on file with the commissioner of probation may answer "no record" to an inquiry about prior convictions of a crime. In addition, any applicant for employment may answer "no record" to an inquiry into delinquency or as a "child-in-need-of-services" for which no criminal prosecution resulted.

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Have you been convicted of a misdemeanor within the past 5 years? (Do not include a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace.) Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_

### EDUCATION

Type of School	Name and Location of School	Degree/Area of Study	Years Attended	Graduated (Check One)
HIGH SCHOOL	Name _____			( ) Yes
	City _____ State _____			( ) No
JUNIOR COLLEGE	Name _____			( ) Yes
	City _____ State _____			( ) No
COLLEGE	Name _____			( ) Yes
	City _____ State _____			( ) No
GRADUATE SCHOOL	Name _____			( ) Yes
	City _____ State _____			( ) No
OTHER	Name _____			( ) Yes
	City _____ State _____			( ) No

### SKILLS & PROFESSIONAL CERTIFICATIONS

Skills & certifications applicable to position applied for:


BUSINESS REFERENCES				
Name	City/State	Phone	Title & Company	Years Known
Name	City/State	Phone	Title & Company	Years Known
Name	City/State	Phone	Title & Company	Years Known

**EMPLOYMENT HISTORY**

List employment starting with your most recent position. You may include any work done on a volunteer basis.

DATES	NAME AND ADDRESS OF EMPLOYER	POSITION HELD AND SUPERVISOR	WAGES	MAJOR DUTIES	REASON FOR LEAVING
FROM: MO. YR. /	NAME ADDRESS	YOUR JOB TITLE	STARTING		
TO: MO. YR. /	PHONE	SUPERVISOR	FINAL		
FROM: MO. YR. /	NAME ADDRESS	YOUR JOB TITLE	STARTING		
TO: MO. YR. /	PHONE	SUPERVISOR	FINAL		
FROM: MO. YR. /	NAME ADDRESS	YOUR JOB TITLE	STARTING		
TO: MO. YR. /	PHONE	SUPERVISOR	FINAL		
FROM: MO. YR. /	NAME ADDRESS	YOUR JOB TITLE	STARTING		
TO: MO. YR. /	PHONE	SUPERVISOR	FINAL		

May we contact your present employer? ( ) Yes ( ) No

**PRIOR AGREEMENTS**

Have you signed a contract with a prior employer that will limit your activities in any way (such as an agreement not to compete, to keep information confidential, or not to solicit former customers or employees)? Yes \_\_\_ No \_\_\_ I am not sure \_\_\_ If you answered Yes, please describe the terms of the contract \_\_\_\_\_. If you are not sure, please explain \_\_\_\_\_

**MILITARY SERVICE**

If you have served in the United States Military, please answer the following questions: Branch: \_\_\_\_\_ Rank at Discharge: \_\_\_\_\_ Discharge Date: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_ Training or Type of Work Done in Military Service: \_\_\_\_\_

**MISCELLANEOUS**

Is there any additional information involving a change of your name or assumed name that will permit us to check your work record? If yes, please explain.

Have you ever been employed by Granite City Electric Supply Co., Inc. or any of its divisions or subsidiaries before? ( ) Yes ( ) No

If yes, Please Indicate:	When	Where	Position
--------------------------	------	-------	----------

List Names of Friends or Relatives now employed by Granite City Electric Supply Co., Inc.

**PLEASE READ THIS STATEMENT CAREFULLY**

I hereby affirm that the information given by me on this application for employment is complete and accurate. I understand that any falsification or omission will be immediate grounds for dismissal. I authorize a thorough investigation to be made in connection with this application concerning my character general reputation, employment and education background, and criminal record, whichever may be applicable. I understand what this investigation may include and I hereby authorize the release of documents, and personal interviews with third parties, such as prior employers, family members, business associates, financial sources, friends, neighbors or others with whom I am acquainted. I further understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of the nature and scope of the investigation. It is understood that, as a condition of initial or continued employment, I agree to submit to such lawful examinations, medical, substance abuse, or other, as may be required by the company. The company will pay the reasonable cost of any such examination which may be required. If I am hired, I agree that my employment and compensation can be terminated with or without cause and without notice, at any time, at the option of the company or myself. I understand that no branch manager or other representative of the firm other than the President, and in writing, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I have read and affirm as my own the above statement. It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. I understand that the Company has retained an organization to investigate my criminal and employment history and to verify my social security number. I authorize the Company to obtain such information and understand that the Company may use the information in making employment decisions. **In order to facilitate our investigation, please provide your Month & Day of birth \_\_\_\_\_ (Do Not provide Year) Signature Date**

## **VOLUNTARY INVITATION TO SELF-IDENTIFY**

Granite City Electric Supply Company is deeply committed to a policy of equal employment opportunity for all employees and applicants for employment, without regard to race, color, religion, sex, sexual orientation, age, national origin, veteran status, or mental or physical disability.

Additionally, as a federal government contractor, Granite City is subject to United States Executive Order 11246, by which we are required to take affirmative action to ensure applicants are employed, and that employees are treated during employment, without regard to race, color, national origin, religion or sex. Granite City is also subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, which requires that we take affirmative action to employ and advance in employment qualified special disabled veterans, veterans of the Vietnam era, recently separated veterans, and other protected veterans.

As part of this commitment, and pursuant to our obligations as a federal contractor, we seek to ensure that we are reaching a diverse group of individuals in our recruitment and outreach efforts. To that end, we would appreciate learning some information about you.

Providing this information is strictly voluntary. Your decision to respond or not to respond, and the content of any information you choose to provide, will have no impact on our consideration of your qualifications for employment. Rather, any such information will be treated as confidential and will not be used for any purpose not permitted by law.

Also, if you choose not to respond to this invitation now, you may do so at any time in the future.

**Name:** \_\_\_\_\_

**Sex:**    Male    Female

**Race/Ethnicity:**

(Please check one of the descriptions below corresponding to the ethnic group with which you most identify.)

**Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races** – All persons who identify with more than one of the above six races.

**Additional Inquiry for Special Disabled Veterans and Veterans of the Vietnam Era:**

If you are a special disabled veteran, veteran of the Vietnam era, recently separated veteran, or other protected veteran, we would like to include you under our affirmative action program. If you would like to be included under the affirmative action program, please tell us.

As with the questions above, you may inform us of your desire to benefit under the program at this time and/or any time in the future.

The information you submit will be kept confidential, except that: (i) supervisors and managers may be informed regarding restrictions on the work or duties of special disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by OFCCP, or enforcing the Americans with Disabilities Act, may be informed.

**Are you a Special Disabled Veteran?**  Yes  No

**Special Disabled Veteran** refers to: (A) a veteran who is entitled to compensation (or who, but for the receipt of military retired pay, would be entitled to compensation) under laws administered by the Department of Veteran Affairs for a disability rated at 30 percent or more, or rated at 10 or 20 percent in the case of a veteran who has been determined by the Department of Veteran Affairs to have a serious employment handicap, or (B) a person who was discharged or released from active duty because of a service-connected disability.

If you answered “yes”, it would assist us if you tell us about any special methods, skills, and procedures which qualify you for positions that you might not otherwise be able to do because of your disability so that you will be considered for any positions of that kind:

---

---

**Are you a Veteran of the Vietnam Era, Recently Separated Veteran, or Other Protected Veteran?**  Yes  No

**Veteran of the Vietnam Era** refers to a person who (1) served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred in the Republic of Vietnam between February 28, 1961 and May 7, 1975 or between August 5, 1964 and May 7, 1975, in all other cases; (2) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed in the Republic of Vietnam between February 28, 1961 and May 7, 1975 or between August 5, 1964 and May 7, 1975, in all other cases.

**Recently Separated Veteran** refers to any veteran during the one-year period beginning on the date of such veteran’s discharge or release from active duty.

**Other Protected Veteran** refers to a person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, under laws administered by the Department of Defense.