

GRANITE BAY CONNECTIONS, INC.
54 Old Suncook Road
Concord, NH 03301
Phone: (603) 224-5588 Fax: (603) 224-6688
gbcinc@gbcinc.org/www.gbcinc.org

TO: POTENTIAL EMPLOYEES

SUBJECT: APPLICATIONS

THE FOLLOWING IS A LIST OF ITEMS NEEDED TO COMPLETE YOUR APPLICATION:

- 1) Form I-9, W-4, W-9
- 2) Motor Vehicle Report
- 3) Criminal Record Report
- 4) Proof of Automobile Insurance
- 5) Copy of Valid Driver's License
- 6) Copy of Valid Social Security Card or INS

Note: These documents are only required upon request by Granite Bay Connections, Inc.

APPLICATION FOR EMPLOYMENT



GRANITE BAY CONNECTIONS, INC.

Please Print All Information Requested Except Signature

Date: _____

Personal Information

Name: _____
Last First Middle

Present Address:

Number Street City State Zip

Mailing Address (if different): _____

Home Telephone: _____ Other: _____

Have you ever applied for employment with us? YES NO If Yes: Month and Year

Are you authorized to work in the United States? YES NO

If NO, are you authorized by INS to work? YES NO Alien # _____

Do you have a valid Drivers License? YES NO State of Issue: _____ License No. _____

Do you have automobile insurance? YES NO Carrier: _____

Have you been convicted of a crime in the past ten years, including findings of abuse, neglect and/ or exploitation, which has not been annulled, expunged or sealed by a court? YES NO

If yes, describe in full (use additional sheet of paper, if needed).

Employment Desired

Position: _____ Date you can start _____

Salary Desired _____

Are you presently employed? YES NO

If so, may we contact your present employer? YES NO

Are you available for full-time or part-time employment? Full-Time Part-Time

What hours are you available?

Sun _____ Mon _____ Tue _____ Wed _____ Thur _____ Fri _____ Sat _____

Are you willing to travel? YES NO

Education

| School | Name and Address of School | Dates: | Number of Years Completed | Did You Graduate? | Major & Degree |
|----------------------|----------------------------|--------|---------------------------|-------------------|----------------|
| High School | | From: | | | |
| | | To: | | | |
| College | | From: | | | |
| | | To: | | | |
| Bus. Or Trade School | | From: | | | |
| | | To: | | | |
| Other (Specify) | | From: | | | |
| | | To: | | | |

Indicate any specialized trainings you have received, other than high school or college level credit courses:

Work Experience

Please list your work experience for the past five years beginning with you most recent job held.

| | |
|--|--|
| Company Name | Telephone () |
| Address | Employed – (State month and year) From To |
| Name of Supervisor | Weekly pay Start Last |
| State job title and describe your work | Reason for leaving |

| | |
|--|--|
| Company Name | Telephone () |
| Address | Employed – (State month and year) From To |
| Name of Supervisor | Weekly pay Start Last |
| State job title and describe your work | Reason for leaving |

REFERENCE CHECK

Please list three references other than relatives.

Contact Person: _____

Position: _____

Company/Address: _____

Telephone Number: _____

*** Authorization:** I give my permission to the above named person or company, to give Granite Bay Connections, Inc. information about my work history.

Signature: _____ Date: _____

Contact Person: _____

Position: _____

Company/Address: _____

Telephone Number: _____

*** Authorization:** I give my permission to the above named person or company, to give Granite Bay Connections, Inc. information about my work history.

Signature: _____ Date: _____

Contact Person: _____

Position: _____

Company/Address: _____

Telephone Number: _____

*** Authorization:** I give my permission to the above named person or company, to give Granite Bay Connections, Inc. information about my work history.

Signature: _____ Date: _____

FOR OFFICE USE
INTERVIEW RESULTS

Interviewer's Name: _____ Date: _____

Comments

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|--|
| |
| |
| |
| |

REFERENCE CHECKS

Checked By: _____ Date: _____

| Person Contacted | Results |
|------------------|---------|
| | |
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