



Green-Source
PRODUCTS

APPLICATION FOR EMPLOYMENT
(AN EQUAL OPPORTUNITY EMPLOYER)

1170 Ivanhoe Road
Cleveland, Ohio 44110-3250

216.851.4641 phone
877.2green1 toll free
216.851.4665 fax

www.GreenSourceProducts.com

 PRINTED ON RECYCLED PAPER



APPLICATION FOR EMPLOYMENT

(AN EQUAL OPPORTUNITY EMPLOYER)

Please print and provide only the information requested. Failure to do so will disqualify your application. We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

PERSONAL INFORMATION

Last Name	First Name	Middle Name	E-Mail Address	Date
List all Prior Names Used (if applicable)			Social Security Number - - -	
Mailing Address			Date You Can Start Work	
City	State	Zip	Daytime Phone ()	
Position Applied For or Type of Work Desired			Evening Phone ()	
			Other/Mobile Phone ()	
Type of Employment Desired		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		
List Hours and Days of Week Available to Work				
Do You Have Any Objection to Working Overtime if Necessary?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have You Ever Been Employed by Green-Source?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Can You Travel if Required by This Position?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are You Legally Eligible for Employment in the United States?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
If You are Under 18, Can You Furnish a Work Permit If Required?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have You Ever Been Convicted of a Crime in the Last 7 Years?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, Please Explain (a conviction will not automatically bar employment)				
Driver's License Number (if driving is an essential job duty)			How Were You Referred to Green-Source?	

EMPLOYMENT HISTORY

Please provide all employment information for your past four employers starting with the most recent.

Employer		Position Held		
Mailing Address		Phone ()		
City	State	Zip	Immediate Supervisor Name & Title	
Dates Employed: From (MM/YY) to (MM/YY)		May we contact this employer?		Pay Rate
		<input type="checkbox"/> Yes <input type="checkbox"/> No		Start \$ Per
				Final \$ Per
Job Summary/Nature of Work Performed				
Reason for Leaving				

Employer			Position Held
Mailing Address			Phone ()
City	State	Zip	Immediate Supervisor Name & Title
Dates Employed: From (MM/YY) to (MM/YY)	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Pay Rate Start \$ Per Final \$ Per
Job Summary/Nature of Work Performed			
Reason for Leaving			

Employer			Position Held
Mailing Address			Phone ()
City	State	Zip	Immediate Supervisor Name & Title
Dates Employed: From (MM/YY) to (MM/YY)	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Pay Rate Start \$ Per Final \$ Per
Job Summary/Nature of Work Performed			
Reason for Leaving			

Employer			Position Held
Mailing Address			Phone ()
City	State	Zip	Immediate Supervisor Name & Title
Dates Employed: From (MM/YY) to (MM/YY)	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Pay Rate Start \$ Per Final \$ Per
Job Summary/Nature of Work Performed			
Reason for Leaving			

OTHER SKILLS AND QUALIFICATIONS

Summarize any job-related training, skills, licenses, certificates, military training and/or other qualifications

EDUCATION

	Name and location of school	Number of years attended	Did you graduate?	Subjects studied
High School				
College				
Trade/Business School				
Other				

REFERENCES

List 3 references' names, telephone numbers, and years known (do not include relatives or employers):

Name	Address	Phone
Name	Address	Phone
Name	Address	Phone

POLICY PROHIBITING DISCRIMINATION AND SEXUAL HARASSMENT

Green-Source Products is committed to maintaining a work environment free of all forms of discrimination, including sexual harassment. Discrimination, including harassment, on the basis of race, sex, age, religion, national origin or disability is prohibited.

APPLICANT'S CERTIFICATION, INFORMATION RELEASE AND AT-WILL DISCLAIMER

INITIAL

- I certify that all the information I have provided in this application is true, complete and accurate in all respects.
- I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (a) cancel further consideration of this application; or if I am employed, (b) immediately discharge me from continued employment, regardless of when the discovery is made and regardless of my work performance.
- I hereby authorize you to verify the accuracy of the information contained in this application.
- I understand that this application remains current for only sixty (60) days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.
- I understand and agree that, if I am hired, my employment will be for no definite period of time and that I am free to resign at any time, with or without cause and with or without prior notice and that the employer reserves the same right to terminate my employment at any time, with or without cause or with or without prior notice, except as may be required by law. This application is not an agreement or contract for employment for any specific period or definite duration or particular position. I understand that no supervisor or representative of the employer is authorized to make any oral assurances to the contrary and that no implied, oral or written agreement otherwise is valid unless in writing and signed by the employer's president.
- I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form and present photo identification.
- I understand that the employer may conduct a background investigation of me and I agree that the employer may do so with the understanding that, if I am permitted to begin work before the background investigation is complete, my continued employment is conditional upon completion of the background investigation to the employer's satisfaction. I authorize and direct any and all persons with knowledge or information concerning me or my background, including (but not limited to) former employees listed on this application, consumer credit reporting agencies, information service bureaus and law enforcement agencies to provide all such information to the employer and I hereby release the employer and all persons contacted by the employer from any and all liability for releasing such information.
- I acknowledge that, if employed, I will have access to and gain knowledge of the employer's trade secrets and confidential information and that such trade secrets and information are valuable, special and unique assets of the employer to which the employer has the right to retain a proprietary interest. I agree that I will maintain confidentiality of all trade secrets and proprietary information of the employer and will not at any time during my employment or following the conclusion of my employment disclose such trade secrets and confidential information to any person, firm or company for any reason or purpose whatsoever and I agree that I shall not use the employer's trade secrets, proprietary and confidential information for my own benefit or use. I understand that there is no time on this obligation and that it continues into the future with no ending date.
- I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant Signature	Date
Print Applicants Name	