



Employment Application - Administrative

Please remit application to:

Gas Field Specialists, Inc.
2107 SR 44 South, PO Box 697
Shinglehouse, PA 16748

Gas Field Specialists, Inc.
224 North Main Street,
Building 17-2
Horseheads, NY 14845

Gas Field Specialists, Inc.
114 Route 660
Mansfield, PA 16988

Email: GFSHR@gfsinc.net

Please fill out the information below as completely and accurately as possible. Failure to do so could result in rejection of application.

A. Position Details

Date of Application: _____ Date available to start: _____

Position applied for (be specific): _____ Desired salary: _____

Position location (select all that apply): Horseheads Lock Haven Mansfield Shinglehouse Smithton

Referred by: Employee Newspaper Radio Online Job Board Walk-in

Name of Source: _____

B. Applicant Information

Full Name: Last _____ First _____ Middle Initial _____

Phone Numbers: Home: _____ Mobile: _____ Other: _____

Best Contact Phone Number: Home Mobile Other

Email Address: _____

Current Address: _____ City: _____ State: _____ Zip: _____

How long have you been at this address? _____

Are you a citizen of the United States? Yes No

Are you authorized to work in the United States? Yes No

Are you at least 18 years of age? Yes No

Are you at least 21 years of age? Yes No

Do you have a valid driver's license? Yes No

C. Education

Type of Education	Name & Location of School	Dates attended/ Year Graduated	Graduate?	Area of Study & Degree Acquired
High School:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vocation/Trade School			<input type="checkbox"/> Yes <input type="checkbox"/> No	

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D. Employment History

Current/Last Employer

May we contact this employer? Yes No

Company Name: _____ Company Phone: _____

Job Title: _____ Rate of Pay: _____

Address: _____ City: _____ State: _____ Zip: _____

Date Employed: *Start Date:* _____ *End Date:* _____

Reason for Leaving: _____

Immediate Supervisor: _____

Duties (Be specific): _____

Previous Employer

May we contact this employer? Yes No

Company Name: _____ Company Phone: _____

Job Title: _____ Rate of Pay: _____

Address: _____ City: _____ State: _____ Zip: _____

Date Employed: *Start Date:* _____ *End Date:* _____

Reason for Leaving: _____

Immediate Supervisor: _____

Duties (Be specific): _____



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Previous Employer

May we contact this employer? Yes No

Company Name: _____

Company Phone: _____

Job Title: _____

Rate of Pay: _____

Address: _____ City: _____ State: _____ Zip: _____

Date Employed: *Start Date:* _____ *End Date:* _____

Reason for Leaving: _____

Immediate Supervisor: _____

Duties (Be specific): _____

References

1. Name: _____

Company: _____ Phone Number: _____

2. Name: _____

Company: _____ Phone Number: _____



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E. Certifications & Acknowledgements

Please read each statement closely and initial each on the line next to the title, acknowledging your understanding. If clarification is needed, please contact Human Resources.

_____ **Equal Employment Opportunity Statement**

This company is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. The Company desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State or local laws. The Company will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the company.

_____ **Complete and Accurate Information**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ **At-Will Employment**

I understand and agree that if I am employed, my employment will be "at-will", which means that the Company may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, the Company will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superseded and that no promise or representation contrary to the foregoing is binding on the Company unless made in writing and signed by the Company's president.

_____ **Post-Hire, Pre-Employment Testing**

If offered a position with the Company, I understand that I may be asked to undergo legally permitted physical, psychological, skill, drug or medical test required by the Company as a condition of employment.

_____ **Background Investigation**

I acknowledge that if I am offered employment with the Company, a job offer may also be contingent upon a background investigation which may include interviews with past employers, workers, and friends. Said investigation may include credit, driving, criminal background, references and other background checks.

_____ **Financial Obligation**

I understand and agree that, if I become indebted to the Company, I will be responsible for repaying the total owed upon termination from the Company. If I do not repay the sum prior to receipt of my final paycheck, the money owed will be deducted from my pay.

_____ **Company Obligation**

I understand and agree that the Company's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the company has agreed to hire me. I understand that the Company is under no obligation to hire me as the result of accepting this completed application.

APPLICANT CERTIFICATION	
This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.	
Applicant's Signature: _____	Date: _____

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