

Granite-Tops



APPLICATION FOR EMPLOYMENT

Date: _____

Name _____

Position(s) Applied for: _____

Granite-Tops



Dear Applicant:

Thank you for your interest in a position with Granite-Tops LLC. It is our intention to fill any opportunities with the best possible candidate available.

If any accommodations are needed in filling out the job application or the interviewing process, please make note in the Reference Section of the application on how we can accommodate you (i.e. interpreter, reader).

Granite-Tops LLC is an Equal Opportunity Employer. The Civil Rights Act of 1964 and the State and local laws prohibit discrimination on the basis of race, color, religion, sex or national origin. In addition, State and local laws prohibit discrimination on the basis of disability and prohibit discrimination on the basis of age with respect to individuals who are at least 40 years of age. It is our policy to comply with these acts, and the information requested on this application will not be used for any purpose prohibited by law.

Federal law requires that upon hiring, new employees furnish documentation showing their identity and that they are legally authorized to work in the United States within 72 hours of starting work.

INSTALLER POSITIONS:

All Installer candidates are required to be able to operate our Granite Tops Installation vans, which are FMCAS regulated. As a result, any offers of employment for Installer positions are contingent upon successfully passing a pre-employment physical, possession and proof of a valid driver license and proof of a valid Medical Examiner's Certificate or successful completion of a DOT Medical Exam Certification upon offer. Employment offers are also contingent upon review of your driving record, motor vehicle reports and investigation of any previous years of employer records subject to FMCSA. Please complete all information and forms included with this application.

INSTALLER AND FIELD MEASURE POSITIONS:

Offers of employment are contingent upon successful completion of a background investigation. Crew2 investigation will only be initiated upon a contingent offer of employment.

Again, thank you for your interest in Granite-Tops LLC

Sincerely,

GRANITE-TOPS LLC
HUMAN RESOURCES DEPARTMENT

Granite-Tops LLC is an Equal Employment Opportunity (EEO)/Affirmative Action (AA) Employer

APPLICANT EEO DATA RECORD

Granite-Tops LLC and its subsidiaries are an Equal Opportunity Employers. Applicants and employees are treated without regard to race, color, religion, sex, national origin, age, marital status, public assistance, handicap, or veteran status. As employers/governmental contractors, we comply with government regulations, including affirmative action responsibilities where they apply. Solely to help us comply with government record keeping, reporting, and other legal requirements, please complete this Applicant EEO Data Record. This data will not be considered in the selection process. This data is for periodic government reporting and will be retained in a confidential file separate from your Employment Application and personnel file, if hired. We appreciate your cooperation.

Name: _____ Date: _____

Position for which you applied: _____

Gender: (Check one) Male Female

Ethnicity and Race: (Check ONE box only from the list below)

- 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 Alaskan 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 (Not Hispanic or Latino) All persons who identify with more than one of the above five races.

Do you have a mental or physical disability?

Yes

No

Disability is defined as having a physical, sensory, or mental impairment (or condition) that materially (or significantly) limits one or more major life activities; having a record of such impairment; or being regarded as having such an impairment.

What is your Veteran/U.S. Military status?

- Non-Veteran
- Pre-Vietnam Veteran
- Pre-Vietnam Veteran with service incurred disability
- Vietnam Era Veteran (8/5/64-5/7/75)
- Vietnam Era Veteran with service incurred disability
- Post Vietnam Veteran
- Post Vietnam Veteran with service incurred disability

APPLICATION FOR EMPLOYMENT

We sincerely appreciate your interest in seeking employment with us. The questions asked on this application are designed to give us a clear understanding of your background and work experience. If you become an employee of Granite-Tops LLC or one of its subsidiaries, this application will become a part of your personnel record.
PLEASE PRINT CLEARLY.

PERSONAL

Full Name _____

Street Address _____ Phone Number (_____) _____

Address(es) for the past three years (use back of sheet if more space needed)

_____ (Street) (City) (State & Zip Code) How Long?

_____ (Street) (City) (State & Zip Code) How Long?

Email: _____

If there is another phone number at which you may be reached please indicate that number: (_____) _____

Are you at least 18 years of age? Yes No If you are less than 18, what is your date of birth: _____

Was any of your education or work experience gained under a different name? Yes No

If so specify: _____

PLACEMENT

How did you hear about us? _____

Type of position you are seeking? _____

Starting salary you are seeking? \$ _____ per _____ When could you begin employment? _____

Type of work desired? Regular Full-Time Regular Part-Time Temporary Full-Time Temporary Part-Time

Shift willing to work? Day Evening Night Rotating

Will you work weekends? Yes No Will you work overtime? Yes No

EDUCATION

Type of School	Name and Address of School	Last Year Completed				Did You Graduate?	Major Course of Study and Certificate/Degree Granted
		1	2	3	4		
High School	_____					<input type="checkbox"/> Yes	
	_____	1	2	3	4	<input type="checkbox"/> No	

College	_____					<input type="checkbox"/> Yes	
	_____	1	2	3	4	<input type="checkbox"/> No	

Technical Vocational	_____					<input type="checkbox"/> Yes	
	_____	1	2	3	4	<input type="checkbox"/> No	

Other (Specify)	_____					<input type="checkbox"/> Yes	
	_____	1	2	3	4	<input type="checkbox"/> No	

EMPLOYMENT HISTORY

Have you ever worked for us before? Yes No If yes, from _____ to _____
(month/year) (month/year)

Type of work performed _____ Supervisor _____

**PLEASE LIST EMPLOYMENT HISTORY WITH MOST RECENT POSITION FIRST
BUT DO NOT PROVIDE DATES OF EMPLOYMENT FOR JOBS HELD MORE THAN FIVE YEARS AGO.
INSTALLER CANDIDATES MUST PROVIDE EMPLOYMENT HISTORY FOR THE PAST (3) YEARS AND
ACCOUNT FOR GAPS BETWEEN EMPLOYERS**

Present or last Employer _____ May we contact this employer? Yes No

Address _____ Phone Number (_____) _____

Name of Supervisor _____ Title of Supervisor _____

Dates: From _____ to _____ Salary \$ _____ \$ _____
(month/year) (month/year) (beginning) (ending)

Starting Position _____ Full-Time Part-Time _____ Hrs./Wk

Ending Position _____ Full-Time Part-Time _____ Hrs./Wk

Reason for Leaving _____

Specific Duties _____

Were you subject to the Federal Motor Carrier Safety Regulations during this period?

Yes No

Please explain any gaps in employment:

Present or last Employer _____ May we contact this employer? Yes No

Address _____ Phone Number (_____) _____

Name of Supervisor _____ Title of Supervisor _____

Dates: From _____ to _____ Salary \$ _____ \$ _____
(month/year) (month/year) (beginning) (ending)

Starting Position _____ Full-Time Part-Time _____ Hrs./Wk

Ending Position _____ Full-Time Part-Time _____ Hrs./Wk

Reason for Leaving _____

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Were you subject to the Federal Motor Carrier Safety Regulations during this period?

Yes No

Please explain any gaps in employment:

Present or last Employer _____ May we contact this employer? Yes No

Address _____ Phone Number (_____) _____

Name of Supervisor _____ Title of Supervisor _____

Dates: From _____ to _____ Salary \$ _____ \$ _____
(month/year) (month/year) (beginning) (ending)

Starting Position _____ Full-Time Part-Time _____ Hrs./Wk

Ending Position _____ Full-Time Part-Time _____ Hrs./Wk

Reason for Leaving _____

Specific Duties _____

Were you subject to the Federal Motor Carrier Safety Regulations during this period?

Yes No

Please explain any gaps in employment:

MILITARY SERVICE

Branch of Service _____

Major Duties _____

Service Schools Attended _____

Starting Rank _____ Separation Rank _____ Reserve Status _____

GRANITE-TOPS LLC AND ITS SUBSIDIARIES RESERVE THE RIGHT TO CHANGE, INTERPRET, WITHDRAW OR ADD TO THE POLICIES, BENEFITS OR TERMS AND CONDITIONS OF EMPLOYMENT, AT THEIR SOLE DISCRETION AND WITHOUT PRIOR NOTICE, CONSIDERATION OR APPROVAL BY ANY PROSPECTIVE OR EXISTING EMPLOYEE.

GENERAL INFORMATION

Please describe any special training, skills, experience and specific accomplishments that you feel qualify you for a position with us. (You may wish to include activities and positions held in civic, community and school organizations, professional societies, special training and skills which are pertinent to this position. You are not required to list activities which may disclose your race, color, religion or national origin.)

Do you have the right to legally work in the United States? Yes No

(Proof of U.S. citizenship or immigration status will be required upon employment)

REFERENCES

Please list persons other than relatives, whom we may contact who know your qualifications.

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Relationship</u>
_____	_____	_____	_____
_____	_____	_____	_____

SIGNATURE

I understand that Granite-Tops LLC or its subsidiaries make no promise of employment by accepting this application. This is not a contract of employment.

I hereby certify that all above questions are fully and completely answered, plus any additional written or oral information that I provide about myself (such as a resume or interview) is true.

I understand that any misleading or incorrect statements made as part of this application may be considered cause for rejection or dismissal. I also understand that my employment may be contingent upon successfully passing a physical examination and drug screening test. I grant permission for the Company to investigate my past employment, education, references and any other information contained in this application to establish eligibility for employment. I understand that omission of pertinent information may be considered cause for rejection or dismissal.

In consideration of my employment, I agree to conform to the rules and regulations of the Company and my employment and compensation can be terminated, with or without cause, and with or without notice any time, at the option of the Company.

I have read and understand the above conditions and hereby affix my signature as verification of the foregoing statements.

Date _____ Signature of Applicant _____

