



EMPLOYMENT APPLICATION

This application must be completed in its entirety and is valid only until the specific position applied for is filled. One position per application only.

NAME: _____
First Middle Last

Please list all other names used for education or employment including dates used and circumstances:

PRESENT ADDRESS: _____
Street

City

State

Zip Code

PRIOR ADDRESS (IF ANY): _____

HOME TELEPHONE: _____ DAY PHONE: _____

DATE: _____ POSITION APPLIED FOR: _____

Specific position must be listed or this application is invalid. One position per application only.

PERSONAL DATA

Social Security No. _____

Have you ever applied to GSI before? _____ If so, when? _____

Expected salary _____ Referred by _____ Date available to work _____

If the position for which you are applying requires travel, are you available to travel? _____ Yes _____ No

Do you have relatives now employed with GSI? _____ Yes _____ No If Yes, list names: _____

Have you ever been previously employed by GSI, if so, when and where: _____

Reason for termination: _____

Are you at least 18 years of age? _____ Yes _____ No Will you accept shift work? _____ Yes _____ No

Notice: GSI hires only United States citizens and lawfully authorized alien workers. All applicants must present documentation for permitting lawful employment in the United States.

Applicants requiring disability-related accommodations for interviews should request them in advance.

GSI is an Equal Opportunity Employer and applicants are considered without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, or any other legally protected status. Minimum age limits imposed by law are observed. If selected for employment, a prospective employee must provide satisfactory references, must be able to perform the essential functions of the job with or without reasonable accommodation, sign a nondisclosure or patent agreement if requested, and be granted the necessary U.S. government access authorization, if required. The prospective employee must agree to complete and sign any company or client-required confidentiality agreements. Pursuant to the ADA, GSI will make reasonable accommodations to enable otherwise qualified individuals to accept employment and to perform their jobs properly and safely.

You need not disclose memberships to professional or technical organizations that might reveal information regarding race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.

Present and former employees of the Department of Defense affected by Section 931 of the Defense Acquisition Improvement Act of 1986 will be expected to provide approval documentation from their designated DoD Agency Ethics Official prior to the effective date of their employment with GSI.

REFERENCES

(Please list three persons whom we may contact concerning your professional abilities and experience – do not include relatives. Supervisors are preferred.)

Name	Position	Company and Address	Phone

EDUCATION

(Including military schools – use additional sheet if necessary)

Did you graduate from high school or obtain a GED or other equivalent level of education? _____ Yes _____ No

Name of high school attended: _____

Institution and Location	Degree(s)	If no degree, no. of credits received	GPA/ Rank	Majors/Minors
Graduate School				
College				
Other				
Other				
Other				

List any Licenses, Certifications, or Honors: _____

MILITARY SERVICE

Branch	Rank	From Mo./Yr.	To Mo./Yr.	Duties

Present reserve status or obligations: _____

COMPUTER SKILLS

Hardware	Software	Systems	Languages/Programs

WORK EXPERIENCE

Please list experience beginning with your present or last employer. You may include any verifiable work experiences you have performed on a volunteer basis. Salary history must be provided or application will not be considered complete.

Name of present or last employer: _____

Address: _____ Phone No. _____

Direct manager	Date started	Date ended	Beginning salary	Final salary
Job Title _____	Duties Performed _____			
Reason for leaving: _____	Resigned with notice _____	Resigned without notice _____	Terminated _____	
_____	Laid off _____	Other (specify) _____		
May we contact employer? _____	Yes _____	No _____	Later _____	

Name of present or last employer: _____

Address: _____ Phone No. _____

Direct manager	Date started	Date ended	Beginning salary	Final salary
Job Title _____	Duties Performed _____			
Reason for leaving: _____	Resigned with notice _____	Resigned without notice _____	Terminated _____	
_____	Laid off _____	Other (specify) _____		
May we contact employer? _____	Yes _____	No _____		

Name of present or last employer: _____

Address: _____ Phone No. _____

Direct manager	Date started	Date ended	Beginning salary	Final salary
Job Title _____	Duties Performed _____			
Reason for leaving: _____	Resigned with notice _____	Resigned without notice _____	Terminated _____	
_____	Laid off _____	Other (specify) _____		
May we contact employer? _____	Yes _____	No _____		

Name of present or last employer: _____

Address: _____ Phone No. _____

Direct manager	Date started	Date ended	Beginning salary	Final salary
Job Title _____	Duties Performed _____			
Reason for leaving: _____	Resigned with notice _____	Resigned without notice _____	Terminated _____	
_____	Laid off _____	Other (specify) _____		
May we contact employer? _____	Yes _____	No _____		

Have you ever been convicted of or pled guilty to a crime other than a minor traffic offense (including while in Military Service)? _____ Yes _____ No

A criminal record is not an automatic bar to consideration for employment. However, a false statement regarding criminal record will result in disqualification.

If the position for which you are considered requires a security clearance, do you know of any reason why you would not be eligible to obtain one? _____ Yes _____ No

If "yes," please explain: _____

CERTIFICATION

- I certify that the information contained in this application and accompanying resume, if any, is correct and complete to the best of my knowledge and belief. I understand that knowingly making a false statement or omission in this application may be sufficient cause for rejection of this application or dismissal after employment.
- I hereby authorize GSI to investigate the information contained herein and release all references, previous employers, and schools from damages resulting from furnishing such information.
- I understand that this employment application and any other company documents are not contracts of employment, that my employment is at will, and that, if hired, I may voluntarily leave employment and may be terminated by GSI at any time for any reason. If employed by GSI, I understand and agree that such employment is subject to all GSI policies and procedures. I further understand that if the position for which I am hired requires access to classified information, and I am not able to obtain and maintain the required security clearance, I will not be allowed to work in that position. My continued employment with GSI, in a position not requiring a security clearance, would then depend on the availability of such position for which GSI determines I am qualified.
- I understand and agree that if employed by the company, I am responsible for reporting any behavior that I believe may violate the company's policies on equal employment opportunity or harassment.
- GSI prohibits its employees from using illegal drugs, being intoxicated on the job and distributing, dispensing, possessing or using controlled substances/intoxicants in the workplace. I acknowledge that failure to abide by this policy may result in termination of employment.

Signature _____

Date _____