



APPLICATION FOR EMPLOYMENT

THE NHHEAF NETWORK ORGANIZATIONS
GRANITE STATE MANAGEMENT & RESOURCES
4 BARRELL COURT, PO BOX 2087
CONCORD, NH 03302-2087

Date _____

Name _____
(First) (Middle) (Last)

Address _____
(Number) (Street)

(City) (State) (Zip Code)

(Social Security Number) (Home Phone Number) (Work Phone Number)

List previous addresses within last 5 years

Are you over 18 years of age? Yes No If no, can you supply a work permit? Yes No

Do you have the legal right to remain and work in the United States? Yes No

NOTE: You will be required to submit proof of your identity and employment authorization as a condition of employment.

Have you served in the US Armed Forces? Yes No If yes, when _____

Please list any relevant training and/or education

Position Applied For _____ Salary Requirement _____

Available For: Full-Time Part-Time Date Available For Work _____

If Part-Time, please state days/hours available _____

How were you referred? News Ad Monster.com Customer Employee Other

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Granite State Management & Resources is an Equal Opportunity Employer

GENERAL INFORMATION:

Please describe the skills you feel qualify you for employment with our organization:

Have you been employed here previously? Yes No If yes, when _____

Do you have friends or relatives employed by us? Yes No

If yes, who and what is their relation? _____

Name by which you are known to references if different from present name _____

Have you been convicted of a crime other than misdemeanors or summary offenses? Yes No

If yes, please explain _____

EDUCATION:

| | | Year Completed | | | | Degree Received |
|--------------|---------------|----------------|---|---|---|-----------------|
| | | 1 | 2 | 3 | 4 | |
| High School: | Name _____ | | | | | _____ |
| | Address _____ | | | | | |
| | _____ | | | | | |
| College: | Name _____ | | | | | _____ |
| | Address _____ | | | | | |
| | _____ | | | | | |
| Other: | Name _____ | | | | | _____ |
| | Address _____ | | | | | |
| | _____ | | | | | |

REFERENCES

Please provide the names of three business references who are present or past supervisors:

| Name | Company Name | Telephone | Years Known |
|-------|--------------|-----------|-------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

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EMPLOYMENT HISTORY:

Please complete all requested information beginning with your most recent employer:

| | | | |
|------|----|--------------------------------|---|
| From | To | Employer Name | Telephone |
| | | Job Title | Address |
| | | Immediate Supervisor and Title | Summarize position title and job responsibilities |
| | | Reason for Leaving | Hourly Rate/Salary |
| | | Start \$ | per Ending \$ per |

| | | | |
|------|----|--------------------------------|---|
| From | To | Employer Name | Telephone |
| | | Job Title | Address |
| | | Immediate Supervisor and Title | Summarize position title and job responsibilities |
| | | Reason for Leaving | Hourly Rate/Salary |
| | | Start \$ | per Ending \$ per |

| | | | |
|------|----|--------------------------------|---|
| From | To | Employer Name | Telephone |
| | | Job Title | Address |
| | | Immediate Supervisor and Title | Summarize position title and job responsibilities |
| | | Reason for Leaving | Hourly Rate/Salary |
| | | Start \$ | per Ending \$ per |

PLEASE READ CAREFULLY

I hereby certify that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge and agree that falsified information or significant omissions may disqualify me from further consideration for employment and will be considered grounds for immediate discharge if discovered at a later date. I authorize you to conduct any necessary and reasonable investigation with respect to my application and any statements contained in my application and resume, if any, including my financial and credit records, and release my former employers, Granite State Management & Resources and its officers, agents and employees from any liability from damage caused by giving and receiving information or opinions as to my employment or character. As a condition of employment, I understand that Granite State Management & Resources may perform random credit record audits to ensure employees have not defaulted on student loan obligations. As a further condition of employment, I agree to conform to the policies and procedures of Granite State Management & Resources and understand that my employment can be terminated with or without cause, with or without notice, at any time, at the option of either Granite State Management & Resources or myself.

Date _____ Signature of Applicant _____