



938 Penn Avenue Elysburg, PA • Phone: 570-672-2518
Fax: 570-524-6155 or E-mail: jobs@trossbrothers.com

EMPLOYMENT APPLICATION

*Federal, state, and local laws prohibit discrimination because of race, color, sex, age, religion, creed, military or veteran status, national origin or ancestry, non-job related physical or mental handicap or disability, marital status, blindness, or any other legally protected status.
We are an equal opportunity employer.*

GENERAL INFORMATION (Please Print Clearly)

Last Name:		Date:	
First Name:	Middle:	Available Start Date:	
Current Address:		Home Phone: ()	
City:	State:	Zip Code:	Cell Phone: ()
Borough or Township:		School District:	
Position applying for:		Do you have a CDL? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	

List any special job-related training, skills or certifications (OSHA Cert., forklift, crane experience, etc.)

Can you read a tape measure Yes No

How did you hear about this position?

Were you referred by a current Reliable Glass Construction employee? Yes No
If yes, what is the employee's name?

Does an immediate member of your family, or a relative, work for Reliable Glass Construction? Yes No
If yes, what is their name?

Have you ever previously applied for a position with or worked for Reliable Glass Construction? Yes No

If so, when?	Position?	Reason for leaving:
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal	Hourly Rate \$ Requested:	Can you work weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No

Are you at least 18 years of age? Yes No

Are you either a U.S. citizen or alien who has the legal right to remain and work in the U.S.? Yes No
(You will be required to furnish documents providing identity and eligibility to work in the U.S. if you are extended a job offer.)

Have you ever been convicted of a misdemeanor, felony, or any offense involving dishonesty or breach of trust? :
 Yes No If YES, please explain: _____
(An affirmative answer may not disqualify you from consideration)

Are you a U.S. military veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Entered:	Date Discharged:
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Can you perform the essential functions of the position(s) for which you are applying for with or without reasonable accommodation? Yes No

EMPLOYMENT INFORMATION: Starting with PRESENT or MOST RECENT, list previous employers. Include self-employment, summer, and also part-time jobs. *(Please complete all information within each section.)*

Employer's Name:		Address:		Phone:	
Job Title:		Supervisor:		Salary:	Begin \$
					End \$
Dates Employed:	From:	Reason for Leaving:			
	To:				

Responsibilities:

Employer's Name:		Address:		Phone:	
Job Title:		Supervisor:		Salary:	Begin \$
					End \$

Dates Employed:	From:	Reason for Leaving:			
	To:				

Responsibilities:

Employer's Name:		Address:		Phone:	
Job Title:		Supervisor:		Salary:	Begin \$
					End \$

Dates Employed:	From:	Reason for Leaving:			
	To:				

Responsibilities:

If currently employed, may we contact your present employer(s): Yes No
 If yes, please sign here to verify authorization:

Have you ever been terminated from a job or asked to resign? Yes No
 If Yes, please explain:

EDUCATIONAL INFORMATION:

	High School	College/University	Graduate/Professional
School Name:			
Years Completed:	9 10 11 12	1 2 3 4	1 2 3 4
Degree/Diploma:			
Course of Study:			

REFERENCE INFORMATION:**Please list three supervisors who can evaluate your work performance. DO NOT LIST FRIENDS OR RELATIVES.**

Name:		Address:		Phone:	()	Years Known:	
Name:		Address:		Phone:	()	Years Known:	
Name:		Address:		Phone:	()	Years Known:	

Signature: _____ Date: _____

THE FOLLOWING POINTS ARE VERY IMPORTANT. PLEASE READ THEM CAREFULLY BEFORE SIGNING THIS EMPLOYMENT APPLICATION.

I hereby certify that the facts provided in this Employment Application are true, correct and complete. I understand that if employed, falsified statements on the attached application shall be considered sufficient cause for dismissal. I hereby grant permission to Reliable Glass Construction, Inc. or its representative permission to contact former employers, listed references, and/or educational institutions to verify information I have furnished on this application. I release from all liability anyone supplying such information and I also release Reliable Glass Construction, Inc. from all liability that might result from making an investigation. I further authorize Reliable Glass Construction Inc., to do a criminal background check. I also understand and agree that the first 90 days of employment is probationary and that termination without explanation for any cause is the company's prerogative.

Applicant's Signature: _____

Date: _____

PRE-EMPLOYMENT SCREENING

It is Reliable Glass Construction, Inc.'s policy to ensure that we obtain the best possible employees for the job. As a result, Reliable Glass Construction, Inc. will require all employees to undergo a pre-employment screening on a post-offer basis. The screening will consist of a drug and alcohol test, as well as a pre-employment physical.

DRUG, and ALCOHOL TESTING

Once an offer has been given, offerees will be required to undergo a drug and alcohol test. Any offeree who tests positive for drugs and/or alcohol or whose test is determined to be diluted will no longer be considered for employment and will be responsible to pay for the positive test at the time of the testing. Reliable Glass Construction, Inc. recognizes that certain substances can have the effect of creating false positives. Offerees will have the opportunity to raise this issue with a medical review officer in the event they believe a false positive result was created.

PHYSICAL EXAMINATIONS

In the interest of employees’ health, each offeree will be required to undergo a physical examination on a post-offer basis. Reliable Glass Construction, Inc. will pay for this physical and the offeree will be assigned a time and date for the physical. This examination will be limited to a determination of whether the offeree is capable of performing the essential functions of the prospective job.

Above all, Reliable Glass Construction, Inc. hopes to provide a healthy and wholesome work environment for its employees. Reliable Glass Construction, Inc. truly believes this will promote happy and productive employees.

Applicant’s Signature: _____

Date: _____

**THIS APPLICATION FOR EMPLOYMENT IS GOOD FOR 90 DAYS ONLY!
CONSIDERATION FOR EMPLOYMENT AFTER 90 DAYS REQUIRES A NEW APPLICATION.**

Please check off the tools that you would have available to use if we were to employ you.

<input type="checkbox"/> 7-1/4” Power Saw	<input type="checkbox"/> Sawzall
<input type="checkbox"/> Cordless Drill & Impact	<input type="checkbox"/> Adjustable Wrench
<input type="checkbox"/> 20 oz. Rip Hammer	<input type="checkbox"/> Set of High-Speed Drill Bits
<input type="checkbox"/> Utility Knife	<input type="checkbox"/> Pry Bar
<input type="checkbox"/> 24” Level	<input type="checkbox"/> Tin Shears
<input type="checkbox"/> 48” Level	<input type="checkbox"/> Chalk Line
<input type="checkbox"/> 25’ Measuring Tape	<input type="checkbox"/> Nylon Line
<input type="checkbox"/> 100’ Steel Tape	<input type="checkbox"/> Aviation Snips
<input type="checkbox"/> 48” T-Square	List any other tools: