

Gateway Application for Employment

Please print this application, fill it out completely, and mail to the address below.

Director of Human Resources

Gateway

5201 Airport Highway

Birmingham, AL 35212

Phone #: 205-510-2600 Fax #: 205-510-2626

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

Personal Information

Last Name			First	Middle	Date
Street Address				Home Telephone ()	
City, State, Zip				Business Telephone ()	
Have you ever applied for employment with us? If yes: Month and year _____ Location _____				Social Security #	
Position Desired				Pay Expected	
Are you available for full time work? If not, what hours can you work? _____				Will you work overtime if asked?	
Are you legally eligible for employment in the United States?				When will you be available to begin work?	
Other Special training or skills (languages, machine operations, etc...)					

Education

School	Name and Location of School	Course of Study	Years Completed	Did you graduate?	Diploma or Degree
Graduate				Yes No	
College				Yes No	

Are you a member of the Reserve or National Guard?	List Service Schools
Describe any training received relevant to the position for which you are applying	

Licenses and Special Skills

State/Number of Current Driver's License		Number/Expiration Date of Professional or Occupational Licenses		
Vehicle Make	Model	Year	Insurance Carrier Insurance #	Exp. Date:
Do you type? (WPM)		PC Systems/Software With Which You Are Experienced		
List Other Office Equipment You Operate				
List Other Job-Related Skills You Have, Including Medical Procedures You Are Qualified to Perform.				

Other Required Information

Have You Ever Been Associated With Gateway in Any Employment Capacity?
If Yes, When? Department
Are You a Relative of Anyone Working for Gateway?
Have You Ever Been Convicted of Any Crime(s) (Felony or Misdemeanor Including DUI) Other Than a Routine Traffic Citation(s)?
If Yes, You Must Disclose All Offenses on the Consent for Background Investigation Form.

Applicant Acknowledgement (Read Carefully)

<p>1. I authorize Gateway to make an investigation into all statements made by me on this application/resume and acknowledge and agree that any falsification, misrepresentation or omission of facts will prejudice any application for employment, and may, if I become employed, result in termination of my employment. I understand that if the results of such investigations are not satisfactory in the judgement of the organization, any offer of employment made by the organization may be withdrawn.</p> <p>2. I understand that once an offer has been extended, a physical exam will be required to determine if the applicant is qualified to perform the duties of the job after reasonable accommodations. As a part of the pre-employment physical examination, I understand that a drug/alcohol screen will be required. Should the results of this screen be unsatisfactory in the judgement of Gateway, the job offer may be withdrawn. I further authorize the doctor designated by Gateway to release any and all medical information regarding me to Gateway. The results of the physical exam, drug/alcohol screen, will be kept confidential. In completing this application for employment, I agree to submit to a pre-employment physical examination as outlined above by a doctor designated by Gateway, and I further agree to accept the findings of the agency's medical doctor in regard to this examination.</p> <p>3. I understand and agree that employment with Gateway is not an implied or expressed contract of permanent employment or for a specified term of employment and that no one in the agency other than the Executive Director has the authority to enter into any agreements, written or otherwise, for any specified time, or make any agreement/contract foregoing. Furthermore, in</p>
--

consideration of my employment, I agree to conform to all the rules, regulations and policies of Gateway and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time at the option of either Gateway or myself.

4. If I am offered employment with Gateway, I understand this offer is conditional until these requirements are met: Satisfactory results in the verification of the information listed on the application for employment including work history, military service, education, and other background information, and satisfactory completion of a pre-employment medical examination and drug/alcohol screening.

5. I hereby authorize the Birmingham Police Department, the Jefferson County Sheriff's Department, the State Department of Public Safety, the Merchant's Credit Association and any other investigation agency used by Gateway to release any information on me for employment.

Signature

Date

Reference Check

1	Person to Contact Name Address Phone	Reference Check Results
2	Person to Contact Name Address Phone	Reference Check Results
3	Person to Contact Name Address Phone	Reference Check Results
4	Person to Contact Name Address Phone	Reference Check Results

Test Results (Employer's Use Only)

Tests	Raw Score	Rating	Analysis and Comments

Administered			

Interview Results (Employer's Use Only)

Interviewer Comments	Interviewer Name:

