



**GreenCore Building Services, LLC**  
**402 D Gordon Drive**  
**Exton, PA 19341**  
**Phone: 610.524.4111**  
**Fax: 610.524.4113**  
**www.greencoreservices.com**

**APPLICANT INFORMATION**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State Zip Code*

\_\_\_\_\_ *County Township/Borough*

Phone: Land \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Phone: Cell \_\_\_\_\_ Emergency #: \_\_\_\_\_

Drivers License No.: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Desired Salary:\$ \_\_\_\_\_ Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? Yes \_\_\_ No \_\_\_

If no, are you authorized to work in the U.S.? Yes \_\_\_ No \_\_\_

Have you ever worked for this company? Yes \_\_\_ No \_\_\_ If so, when? \_\_\_\_\_

Have you ever been convicted of a crime? Yes \_\_\_ No \_\_\_ If yes, explain: \_\_\_\_\_

**MINORS – This section to be completed ONLY if under age 18:**

Age if under 18: \_\_\_\_\_ Birth Date if under 18:((MM/DD/YY) \_\_\_\_\_

Time dismissed from School: \_\_\_\_\_

Do you have a work permit from your school district (16&17 year olds only)? Yes \_\_\_ No \_\_\_

Attach a copy of work permit.

Can you work: School nights Yes \_\_\_ No \_\_\_ Weekends Yes \_\_\_ No \_\_\_

School activities that would require adjustments \_\_\_\_\_

**Your time sheet must be turned in by 9:00 am every Monday to 402 D Gordon Drive, Exton. YOU are responsible to make sure we receive your hours worked.**

Parent/Guardian Signature: \_\_\_\_\_ Relationship: \_\_\_\_\_

## EDUCATION

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes \_\_\_ No \_\_\_ Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes \_\_\_ No \_\_\_ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes \_\_\_ No \_\_\_ Degree: \_\_\_\_\_

## REFERENCES – please list three professional references

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## PREVIOUS EMPLOYMENT

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes \_\_\_ No \_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes \_\_\_ No \_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes \_\_\_ No \_\_\_

**MILITARY SERVICE**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To \_\_\_\_\_  
Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_  
If other than honorable, explain: \_\_\_\_\_

**TELL US ABOUT YOUR AVAILABILITY**

Date available to begin work \_\_\_\_\_  
Days Yes\_\_\_ No\_\_\_      Nights Yes\_\_\_ No\_\_\_      Weekends Yes\_\_\_ No\_\_\_  
Part-Time Yes\_\_\_ No\_\_\_      Full-Time Yes\_\_\_ No\_\_\_  
Do you have reliable transportation? Yes \_\_\_ No\_\_\_

**DISCLAIMER AND SIGNATURES**

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANT PLEASE READ THE STATEMENTS BELOW AND SIGN**

In consideration of my employment, I agree to follow the rules and regulations of Greencore Building Services, LLC. **I understand that my employment is at-will and that Greencore Building Services, LLC may terminate my employment at any time for any reason.** I understand that I am required to provide my supervisor with two weeks notice in writing if I voluntarily terminate my employment.

I declare that my answers to the questions on this application and the information on my resume are both truthful and factual, and I give Greencore Building Services, LLC the right to investigate all statements and secure additional information, if desirable, including criminal and other reports from federal, state and local agencies. I authorize, without reservation, any party contacted to furnish such information and hereby release from all liability and responsibility all persons, companies or corporations furnishing any such information. I understand any incomplete or false information contained in this application or on my resume could result in the termination of my employment. I agree my continued employment is subject to the review and further approval of my application package by Greencore Building Services, LLC's HR Department.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Greencore Building Services, LLC is an equal opportunity employer. The Civil Rights Acts of 1964 and 1991, the Americans with Disabilities Act, and State and Local laws prohibit discrimination on the basis of race, color, religion, sex, national origin, or disability. In addition, the Age Discrimination in Employment Act of 1978 and some State and Local laws 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 fully with these Acts and information requested on this application will not be used for any purpose prohibited by law.