

# INSTRUCTIONS

1. Save the PDF document.
2. Open the PDF.
3. Locate Fill & Sign on the top right and select it.
4. Locate Add Text on the right and select it.
5. Fill out application.
6. On completion, Save once more.
7. Attach to email and send to [mwelch@gtmcorporation.com](mailto:mwelch@gtmcorporation.com)



# Global Trust Management LLC

## Employment Application

### Applicant Information

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

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

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ 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 yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

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: \$ \_\_\_\_\_

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: \$ \_\_\_\_\_

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: \$ \_\_\_\_\_

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

May we contact your previous supervisor for a reference? YES  NO

## Disclaimer and Signature

### SIGNATURES

Please read the following carefully before checking the box to indicate your understanding of every paragraph.

- \*I certify that the facts contained in this application are true and complete to the best of my knowledge and I understand that, if employed, if any falsified statements, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may result in termination.
- \*I authorize investigation of all statements contained in this application for any employment related purpose. I release the listed references and all employers, except those specifically excepted and listed above to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give to the Company.
- \*I understand and agree that my employment and compensation are for no definite period and may, regardless of the time and manner of payment of my wages and salary, be terminated at any time by me or the Company, with or without cause, and without any previous notice. I also understand and agree that the Company has the right to unilaterally modify and/or terminate any policies, practices, procedures, and standards it has adopted or implemented, to the extent not limited by law. I acknowledge that no Company employee nor representative, other than its President, has either the power or authority to enter into any agreement for employment for any specified period of time, or to make any representations or agreements contrary to any of the foregoing, unless that agreement is in writing and signed by the President of the Company. I understand that any prior representations, promises, contracts or statements made by or on behalf of the Company are expressly superseded by the foregoing.
- \*I understand and agree that in consideration of providing employment and compensation to me, that I knowingly and voluntarily agree that any complaints I have regarding anything concerning or arising out of my employment including, but not by way of limitation, harassment of any nature, discrimination of any nature, failure to adequately compensate, etc. must be instituted within 18 months of the occurrence, or if concerning termination of employment, within 18 months thereof, or said cause of action or complaint will be deemed waived and subject to dismissal should further action be taken thereafter. I recognize and understand that the Statute of Limitations may be longer, but I voluntarily enter into this limitation in consideration of my employment. Further, I hereby waive any right to trial by jury or otherwise and agree that there will be no litigation instituted, but, instead, any disputes arising out or in the course of my employment or from any associations arising from employment will be subject to Arbitration with the American Arbitration Association.
- \*In further consideration of my employment, I understand and agree that my employment is contingent upon successful completion of a pre-employment credit check, background check, reference check and, if required for the position, a drug screening.
- \*I certify that I have read and understand the foregoing paragraphs.
- \*By checking this box and the above six (6) statements, I understand that I am applying my electronic signature to this employment application stating that I have read and understand the above statements.

### DISCLOSURE AND RELEASE

In connection with my application for employment (including contract for services) with you, I understand that consumer reports may be requested. These reports may include, but not by way of limitation, the following types of information: Names and dates of previous employers, reason for termination of employment, job performance, work experience, accidents, etc. I further understand that such reports may contain information concerning my driving record, workers' compensation claims, credit history (to include obtaining any appropriate credit reports), bankruptcy proceedings, criminal records, school records, social security numbers and date of birth verification from the Social Security Administration, etc., from federal, state, other agencies and former employers which maintain such records. All those contacted will be held harmless and free of any legal liability.

I AUTHORIZE, WITHOUT RESERVATION, ANY COMPANY, PARTY OR AGENCY CONTACTED BY GLOBAL TRUST MANAGEMENT, LLC, TO FURNISH THE ABOVE MENTIONED INFORMATION.

I have the right to make a request to the aforementioned companies, upon proper identification and notice, to obtain the nature and substance of all information they were provided by virtue of this release.

I hereby authorize procurement of consumer report(s). This authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract) period.

**Applicant**

**Date**

**Interviewer**

**Date**