Gerloff Company Inc
CATASTROPHE MANAGEMENT

Employment Application Submission Instruction

To be considered for employment at Gerloff Company, Inc., you must complete Gerloff Company, Inc. Application for Employment Form and submit the completed application form to our Human Resources.

Applicants may obtain the application form by either one of the following two methods:

- Visiting our main office located at 14955 Bulverde Rd., San Antonio, TX 78247
- Downloading from our website, https://gerloffinc.com/employment/
  Note: PDF application form can be completed by directly typing on to the form using Adobe Acrobat Reader or simply printing out the form and filled out manually.

The completed application form must be submitted to our Human Resources by one of the following three methods:

- Deliver the form in person to our main office located at 14955 Bulverde Rd., San Antonio, TX 78247
- Email the form to jobs@gerloffinc.com
- Fax the form to 210-892-2770 with ATTN: Human Resources indicated on the cover sheet

Applicants may also submit resume along with the completed application form if they choose to.

Applicants may choose to omit some security sensitive information from the application form at the time of submission; however, the omitted information must be presented to the Human Resources prior to scheduling an interview.

If you have any questions or concerns, please call our main office at (210) 490-2777 for additional information.

Application For Employment

Gerloff Company Inc
CATASTROPHE MANAGEMENT

An Equal Opportunity Employer

We appreciate your interest in Gerloff Company, Inc. All employment inquiries are carefully considered and employment decisions are made on the basis of qualifications, and without regard to race, color, religion, gender, national origin, age, marital or veteran status, disability, or any other legally protected characteristics.

Applicant Note

This application form is intended for use in evaluating your qualifications for employment and does not create a contract for employment. Please answer all applicable questions, completely and accurately. False or misleading answers and statements on this form or during the interview are grounds for terminating the application process or, if discovered after employment, terminating employment. If you require assistance or a reasonable accommodation in completing this application or any aspect of the application process, please ask to see our Human Resources Representative. Please print clearly in ink and fully answer all questions. If questions are not applicable, print "NA". Do not leave questions blank. You may attach a resume, but you must still complete all sections of this application.

Today's Date

_____ / _____ / _____
Month Day Year

Personal Information

Name _____ _____ _____ Social Security No. ___/___/___
Last First MI

Current Address _____ _____ _____ _____
Street City State Zip Code

Previous Address _____ _____ _____ _____
Street City State Zip Code

Phone Numbers ( ) _____ ( ) _____ ( ) _____
Home Daytime Alternate

Position Information and Availability

Position applying for _____ ☐ Full time ☐ Part time ☐ Temporary

Least acceptable rate of pay $ _____ Per ☐ Hour ☐ Year Date available _____

Check the shifts you can work ☐ Weekdays ☐ Weekends ☐ Evenings ☐ Nights ☐ Overtime Are you willing to travel? ☐ Yes ☐ No

How were you referred to us? ☐ Walk-in ☐ Company Employee ☐ SA Express News ☐ TWC ☐ Website ☐ Friend/Relative ☐ Other

Have you previously worked for Gerloff Company, Inc. or GCI Remediation, Ltd.? ☐ Yes ☐ No If yes, answer below.

Dates employed _____ Position _____ Why did you leave? _____

Do you have any friends or relatives working for Gerloff Company, Inc. or GCI Remediation, Ltd.? ☐ Yes ☐ No If yes, answer below.

Please list their names _____

Education

School Name	City & State	Graduated?	Received Degree?
High School		☐ Yes ☐ No	☐ Yes ☐ No
College		☐ Yes ☐ No	☐ Yes ☐ No
Other		☐ Yes ☐ No	☐ Yes ☐ No

Work History

Please list your employment history for the last ten (10) years beginning with your most recent position.
If you need assistance with addresses and phone numbers, please request a phone book.

Start date ____/____ (Month /Year) End date ____/____ (Month/Year) Position _____

Company _____ Phone No. (____) _____ Supervisor _____

Address _____ (Street) _____ (City) ____ (State) ____ (Zip Code)

Describe your job duties

Base rate of pay $_____ Per ☐Hour ☐Week ☐Year Reason for leaving _____

Start date ____/____ (Month /Year) End date ____/____ (Month/Year) Position _____

Company _____ Phone No. (____) _____ Supervisor _____

Address _____ (Street) _____ (City) ____ (State) ____ (Zip Code)

Describe your job duties

Base rate of pay $_____ Per ☐Hour ☐Week ☐Year Reason for leaving _____

Start date ____/____ (Month /Year) End date ____/____ (Month/Year) Position _____

Company _____ Phone No. (____) _____ Supervisor _____

Address _____ (Street) _____ (City) ____ (State) ____ (Zip Code)

Describe your job duties

Base rate of pay $_____ Per ☐Hour ☐Week ☐Year Reason for leaving _____

Start date ____/____ (Month /Year) End date ____/____ (Month/Year) Position _____

Company _____ Phone No. (____) _____ Supervisor _____

Address _____ (Street) _____ (City) ____ (State) ____ (Zip Code)

Describe your job duties

Base rate of pay $_____ Per ☐Hour ☐Week ☐Year Reason for leaving _____

REFERENCES

Please list the name of 3 individuals unrelated to you who are familiar with your work performance.

Name	Street Address, City, State, Zip Code	Area Code & Phone Number
1.		
2.		
3.		

SKILLS/TRADES LICENSES/CERTIFICATIONS

Please list any technical skills, clerical skills, trades skills, trades licenses, certifications, etc., relevant to the position for which you are applying. Please include relevant computer systems and software packages of which you have a working knowledge and indicate your level of proficiency (i.e., beginner, intermediate, expert).

_____

_____

OTHER

1. Are you legally eligible to work in the United States? ☐ Yes ☐ No
2. If offered employment, can you provide proof by your start date of your legal right to work in the United States? ☐ Yes ☐ No
3. Have you pleaded guilty to or been convicted of a crime in the past 10 years? ☐ Yes ☐ No

   Do not provide information regarding convictions that have been expunged/sealed by a court order.
   Please note that a "yes" response will not necessarily bar you from employment.
   However, if you refuse to completely answer this question your application may be rejected and denied consideration.

   If yes, indicate: Where? _____ (City & State) When? ____/____/____ (Date)

4. If you are applying for a job that requires you to drive on behalf of the company, please answer the following two questions.

   Do you have a valid driver's license? ☐ Yes ☐ No

   If yes, indicate: _____ (Type of license) _____ (State of issue) _____ (Driver license #) ____/____/____ (Expiration Date)

   Have you been issued any citations and/or been convicted of a traffic violation in the past 3 years? ☐ Yes ☐ No

   If yes, please explain: _____

   _____

CERTIFICATION & RELEASE

Please read the following statements carefully.

Indicate your understanding and acceptance by signing below.
If you have any questions regarding this section, please contact our Human Resources Representative.

I certify that the information contained in this application is true, correct and complete. I understand that any falsification, misrepresentation or omission of information is grounds for refusal to hire me or to terminate my employment if such falsification, misrepresentation or omission is discovered later.

I authorize any of the persons or organizations referenced in this application to provide any and all information concerning my previous employment, education, or other information that they may have with regard to any of the subjects covered in this application. I expressly release these persons and organizations from any and all liability for any damages that may result from furnishing such information.

I understand that investigative or consumer reports may be obtained on me, and I understand that the Authorization and Consent to Investigations must be completed and attached to my application in order to be considered for employment.

I understand that Gerloff Company, Inc., ("the Company") has the right to search anything brought on or into Company premises, including handbags, briefcases, vehicles, desks, cabinets and personal effects.

In the event that I am hired with the Company, I agree to conform to the rules and regulations of the Company and acknowledge that these rules and regulations may be changed by the Company at any time at the

Company's option and without prior notice to me. I understand that the Company's consideration of this application does not imply that I will be hired. I understand and agree that, if hired, my employment is at-will and is for no definite period and can be terminated at any time without any notice, regardless of the date or manner of payment of my wages or salary. I acknowledge that no alteration or modification to my at-will status shall be binding on the Company unless it is expressly set forth in writing and signed by the Chief Executive Officer of the Company.

I acknowledge that the Company's policies prohibit harassment and discrimination of any kind and that if hired, I must report any instances of harassment or discrimination of which I am made aware.

I hereby consent to submitting to be tested for drugs and/or controlled substances, and agree to provide specimens of my urine, breath, blood and/or hair as may be required to conduct such test(s). I understand that any conditional offer of employment is contingent upon my passing the test(s), and such conditional offer will be withdrawn if I do not successfully pass such test(s). I also acknowledge that, if hired, and in furtherance of the Company's policy promoting a safe and efficient workplace, I may be required to submit to and cooperate with alcohol, drug, and/or controlled substance tests at any time, without prior notice, as a condition of my continued employment, and I hereby give my express consent to such test(s), as permitted by law. Further, I hereby release the Company, its agents, employees, and officers from any and all liability which may result from my participation in such test(s) and/or which may result from the disclosure of the results of such test(s).

I understand and agree that, as a condition of Gerloff's review of my application for employment, any dispute(s) or claim(s) arising out of my application for employment shall be submitted to binding, confidential, and final arbitration in accordance with the rules promulgated by the American Arbitration Association. A copy of these rules can be found at www.adr.org. This arbitration clause shall remain in effect whether the Company does or does not extend an employment offer. The arbitration will be administered in accordance with Texas law and will be carried out in San Antonio, Texas. I understand that, by agreeing to this arbitration clause, I am waiving my right(s) to have to present any claim(s) or cause(s) of action to a judge or a jury.

APPLICANT'S SIGNATURE

Authorization for Release of Personal Records & Information

Print Name: First, Middle, Last	**Social Security Number**	**Date of Birth**	**Driver's License Number**	**State**

Print **ALL** other names used including maiden, married, nickname, legal name changes, etc:

	From:		**To:**	
	From:		**To:**	
	From:		**To:**	

Print current & former home addresses; ***(start with current and include all addresses and dates for the past 7 years):***

	From:		**To:**	
	From:		**To:**	
	From:		**To:**	
	From:		**To:**	

Print present and last ***five employers*** *(start with current and include, address, city, state & phone number)*

	From:		**To:**	
	From:		**To:**	
	From:		**To:**	
	From:		**To:**	
	From:		**To:**	

DISCLOSURE, CONSENT AND RELEASE:

My Signature below does authorize the company to now, and at any time during my employment, request any present or former employer, school, police department (Criminal History or Criminal Background Check), division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about me to furnish bearer with any and all information in their possession regarding me. I further authorize the company to use any and all information included in my application for position and/or resume, and all information presented by me, or subsequently developed by the company in order that my employment qualifications may be evaluated. According to the Fair Credit Reporting Act, if any adverse decision is made with regards to application for employment based entirely or in part on the information contained in a consumer report or investigative consumer report prepared by a consumer reporting agency, I am entitled to receive a copy of that report upon written request, and a disclosure of the nature and scope of the investigative report, including the name, address and telephone number of the consumer reporting agency.

I certify that all the information provided by me is true and complete to the best of my knowledge. If I am employed, any false statement given is grounds for immediate dismissal. I hereby fully release and hold any and all parties and/or departments and/or organizations blameless and release them from any and all liability for statements or opinions made regarding my character, experience or qualifications. I sign this release with prior knowledge that individuals, departments, agencies and companies are fallible, and from time to time may make mistakes, and that this release allows the company to investigate and obtain information stated above. This information will be utilized for employment purposes only, and shall not be disclosed to any other party unless such disclosure is employment related.

I have read this statement and understand it. This release is given freely without pressure or duress. A copy or facsimile of this authorization is to be accepted with the same authority as the original.

Signature **Date** **Phone**