



GRAY MANUFACTURING
Company, Inc. • St. Joseph, Missouri

A tradition of quality since 1952

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www.GrayUSA.com

April 11, 2018

Ms. Tracy Cooper
Tarkio High School
312 South 11th Street
Tarkio, MO 64423

Dear Ms. Cooper:

As you might be aware St. Joseph manufacturers are struggling to hire enough skilled workers. In order to help with this issue Gray Manufacturing is offering a new apprenticeship program.

Our apprenticeship program will begin June 4, 2018. This program will contain both on the job training and technical classes taught by North Central Missouri College. This will be a two year commitment with the student obtaining a Manufacturing Skills college certificate upon completion of our program. There is no cost to eligible candidates.

If you know of students who are interested they may fill out an application. I have enclosed an information sheet along with applications. We would appreciate you passing this information on to any interested high school student graduating this Spring.

The Gray Team would be glad to give any student and their parents a tour of our facility to get a better understanding of the many job opportunities at Gray.

All apprentices will be full time Gray employees. Starting salary will be \$13.50 per hour. Gray will offer the following benefits, medical, dental, vision, short-term and long-term disability, life insurance, vacation, PTO and 401-k.

Selection and interviews will begin the week of April 23rd. Final section will be announced in mid May and classes begin June 4, 2018.

Sincerely,

Jeanine V. Riddle
Director of Human Resources & Safety

Enclosure



APPRENTICESHIP APPLICATION

To applicant: We are an equal opportunity employer and do not discriminate on the basis of race, sex, national origin, religion, age, or physical disability.

(ANSWER ALL QUESTIONS – PLEASE PRINT)

Date: _____

Name: _____

First

Middle

Last

Address: _____

Street

City

State

Zip

Phone Number: _____

Social Security Number: _____

Education:

Name of High School: _____

Year of Graduation: _____

Class Rank: _____

How was your attendance at school? _____

Did you attend vocational school? If so what subject did you study?

What are your hobbies: _____

Special Skills you have: _____

Previous Work Experience:

Name of Employer: _____

Position: _____

Duties: _____

Name of Employer: _____

Position: _____

Duties: _____

How did your previous job(s) help prepare you to become an apprentice? _____

Where do you see yourself in five to ten years?

Why should Gray Manufacturing select you for our apprenticeship program? (50 words or more)

Three References:

Name : _____

Phone Number : _____

Name : _____

Phone Number : _____

Name : _____

Phone Number : _____

READ CAREFULLY BEFORE SIGNING

The facts set forth above in my application for employment are true and correct. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I further understand that I must provide proof of U.S. citizenship or documentation of the right to work in the U.S. and that I will be required to pass a medical drug screening test. I also agree to furnish a copy of my high school diploma or GED.

You are hereby authorized to make any investigation of my work history and educational background. I hereby release employers, schools, or persons from any liability in responding to inquiries in connection with my application.

Signature of Applicant

Date