



EMPLOYMENT APPLICATION

Last Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ First Name \_\_\_\_\_ SSN: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ Cell phone # \_\_\_\_\_ Email \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State \_\_\_\_\_

Position(s) Applied for: \_\_\_\_\_ Date of application: \_\_\_\_\_

Emergency Contact Information: Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Referral Source: \_\_ Walk-in \_\_ Employee Referral(\_\_\_\_\_) \_\_ Advertisement \_\_ JCU website
\_\_ Other Internet \_\_ School \_\_ Job Fair \_\_ Staffing Agency \_\_ Government Employment Agency
\_\_ Other: \_\_\_\_\_

Best time to call you at home \_\_\_\_\_ am/pm

May we contact you at work? \_\_ Yes \_\_ No

If yes, work number and best time to call:

\_\_\_\_\_ am/pm

If you are under 18 and it is required, can you furnish a work permit? \_\_ Yes \_\_ No

If no, please explain : \_\_\_\_\_

Have you submitted an application here before?

\_\_ Yes \_\_ No

If yes, give date(s) and position(s) \_\_\_\_\_

Have you ever been employed here before? \_\_ Yes \_\_ No

If yes, give dates: from: \_\_\_\_\_ to: \_\_\_\_\_

Are you legally eligible for employment in this country?

\_\_ Yes \_\_ No

Date available for work \_\_\_\_\_

What is your desired salary range or hourly rate of pay?

\$ \_\_\_\_\_ per \_\_\_\_\_

Type of Employment Desired:

\_\_ Full Time \_\_ Part Time \_\_ Educational Co-op

\_\_ Seasonal \_\_ Temporary

Will you relocate if job requires it? \_\_ Yes \_\_ No

Will you travel if job requires it? \_\_ Yes \_\_ No

If they have been explained to you, are you able to meet the attendance requirements of the position?

\_\_ N/A \_\_ Yes \_\_ No

Will you work overtime if required? \_\_ Yes \_\_ No

If no, please explain \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying (with reasonable accommodation)? \_\_ Yes \_\_ No

\_\_ Need more information about the job's essential functions to respond

Have you ever been bonded? \_\_ Yes \_\_ No

Answering 'yes' to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? \_\_ Yes \_\_ No

If yes, please provide date(s) and details \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Employment History:

Starting with your most recent employer, provide the following information:

**Current Employer:** \_\_\_\_\_ Phone # \_\_\_\_\_ May we contact this employer \_\_Yes \_\_No

Employer Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates Employed: from: \_\_\_\_\_ to: \_\_\_\_\_

Job Title \_\_\_\_\_ Promotions: \_\_\_\_\_

Compensation (Starting) \$ \_\_\_\_\_ per \_\_\_\_\_ Commission: \$ \_\_\_\_\_

Compensation (Final) \$ \_\_\_\_\_ per \_\_\_\_\_ Commission: \$ \_\_\_\_\_

Immediate Supervisor and title : \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Summarize the type of work performed and job responsibilities: \_\_\_\_\_

\_\_\_\_\_

What did you like most about your position? \_\_\_\_\_

\_\_\_\_\_

What did you like least about your position? \_\_\_\_\_

\_\_\_\_\_

**Employer:** \_\_\_\_\_ Phone # \_\_\_\_\_ May we contact this employer \_\_Yes \_\_No

Employer Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates Employed: from: \_\_\_\_\_ to: \_\_\_\_\_

Job Title \_\_\_\_\_ Promotions: \_\_\_\_\_

Compensation (Starting) \$ \_\_\_\_\_ per \_\_\_\_\_ Commission: \$ \_\_\_\_\_

Compensation (Final) \$ \_\_\_\_\_ per \_\_\_\_\_ Commission: \$ \_\_\_\_\_

Immediate Supervisor and title : \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Summarize the type of work performed and job responsibilities: \_\_\_\_\_

\_\_\_\_\_

What did you like most about your position? \_\_\_\_\_

\_\_\_\_\_

What did you like least about your position? \_\_\_\_\_

\_\_\_\_\_

**Employer:** \_\_\_\_\_ Phone # \_\_\_\_\_ May we contact this employer \_\_Yes \_\_No

Employer Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates Employed: from: \_\_\_\_\_ to: \_\_\_\_\_

Job Title \_\_\_\_\_ Promotions: \_\_\_\_\_

Compensation (Starting) \$ \_\_\_\_\_ per \_\_\_\_\_ Commission: \$ \_\_\_\_\_

Compensation (Final) \$ \_\_\_\_\_ per \_\_\_\_\_ Commission: \$ \_\_\_\_\_

Immediate Supervisor and Title : \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Summarize the type of work performed and job responsibilities: \_\_\_\_\_

\_\_\_\_\_

What did you like most about your position? \_\_\_\_\_

\_\_\_\_\_

What did you like least about your position? \_\_\_\_\_

\_\_\_\_\_

## Employment History (cont.)

Explain any gaps in your employment, other than those due to personal illness, injury, or disability: \_\_\_\_\_

\_\_\_\_\_

If not addressed on previous page, have you ever been fired or asked to resign from a job? \_\_\_ Yes \_\_\_ No

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

\_\_\_\_\_

## Skills & Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Computer Skills:** Check appropriate boxes. Include software titles and years of experience.)

\_\_\_ Word \_\_\_\_\_      \_\_\_ Excel \_\_\_\_\_      \_\_\_ PowerPoint \_\_\_\_\_

\_\_\_ Email \_\_\_\_\_      \_\_\_ Internet \_\_\_\_\_      \_\_\_ Other \_\_\_\_\_

## Educational Background:

Starting with your most recent school attended, provide the following information:

School Name	Years Completed	Degree attained	GPA	Major/Minor

## References

List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name:	Relationship	Telephone#:	# Years known

## Related Information:

To what job-related organizations (professional, trade, etc.) do you belong?

*Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.*

Organization	Office Held

**List special accomplishments, publications, awards, etc.**

*Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.*

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In your current or prior job, have you ever written instructions or directions to be followed by employees or customers?

Yes  No  N/A

If yes, please explain \_\_\_\_\_

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Is there any other job-related information you want us to know about you?

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**Application Statement**

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct. I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumes or job interview, I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or elimination any application from considerations for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusions of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time with or without cause and with or without prior notice, except as may be required by law, This application does not constitute an agreement or contract of employment for any specified period of definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer’s president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the U.S. and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer’s service, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_