



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.

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 _____

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

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 _____