

APPLICATION FOR EMPLOYMENT

Please Print

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for _____ **Date of Application:** / /

Name _____

Address _____

Phone: _____ **Email:** _____

Referred by: _____

Please Circle Yes or No: Answering yes to these questions 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 considered.

If you are under 18, and it is required, can you furnish a work permit? Yes No
 If no, please explain.

Have you ever been employed here before? If yes, give dates and positions Yes No

Are you legally eligible for employment in this country? Yes No

Date available for work _____ What is your desired salary range? \$ _____

Type of employment desired Full Time Part Time Temporary Seasonal

Type of shift desired 1st Shift 2nd Shift 3rd Shift

Are you able to meet the attendance requirements of the position? Yes No

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

Provide the following information of your past three (3) employers, assignments, or volunteer activities.

Employer	Job Title		
Address			
Supervisor	Employed From		To
May We Contact Your Supervisor Listed for a Reference?	Yes	No	
Reason for Leaving?			
Hourly Rate/Salary:	Start	\$	per
		Final \$	per
Job Duties:			

JR MANUFACTURING, P.O. BOX 478, FORT RECOVERY, OH 45846
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Hourly Rate/Salary:	Start \$	per	Final \$ per
Job Duties:			

Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Educational Background

High School	Name and location	Number of Years	Did you graduate?
College	Name and location	Degree	Major
College	Name and location	Degree	Major
Other			

References

Name	Telephone	Number of Years Known
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APPLICANT STATEMENT

I Certify that all information I have provided to apply for and secure work with the employer is true, complete and correct.

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 cancel further consideration of this application, or immediately discharge me from the employer's service, whenever it is discovered.

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, resume 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

Such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

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

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or 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 authority to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

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 _____