



# J&E Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Date \_\_\_\_\_  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Driver # \_\_\_\_\_ Class A B or C  
Cell # \_\_\_\_\_

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation). yes \_\_\_ no \_\_\_

Are you looking for full-time employment yes \_\_\_ no \_\_\_

If no, what hours are you available \_\_\_\_\_

Are you willing to work swing shift? yes \_\_\_ no \_\_\_

Are you willing to work graveyard? yes \_\_\_ no \_\_\_

Have you ever been convicted of a felony? (This will not necessarily affect your application). yes \_\_\_ no \_\_\_

If yes, please describe the conditions \_\_\_\_\_

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

## Employment Desired

Position applied for \_\_\_\_\_

How did you hear of this opening? \_\_\_\_\_

Have you ever applied for employment here? yes \_\_\_ no \_\_\_

When? \_\_\_\_\_

Where? \_\_\_\_\_

Have you ever been employed by this company? yes \_\_\_ no \_\_\_

When? \_\_\_\_\_

Where? \_\_\_\_\_

Are you presently employed? yes \_\_\_ no \_\_\_

May we contact your present employer? yes \_\_\_ no \_\_\_

Are you available for full-time work? yes \_\_\_ no \_\_\_

Are you available for part-time work? yes \_\_\_ no \_\_\_

Will you relocate? yes \_\_\_ no \_\_\_

Are you willing to travel? yes \_\_\_ no \_\_\_ If yes, what percentage of the time? \_\_\_\_\_

Date you can start \_\_\_\_\_

Desired position \_\_\_\_\_

Desired starting salary \_\_\_\_\_

Please list applicable skills \_\_\_\_\_

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

**Education**

	School Name and Location	Year	Major	Degree
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
College	_____	_____	_____	_____
Post-College	_____	_____	_____	_____
Other Training	_____	_____	_____	_____

In addition to your education and work history, are there other skills, qualifications, or experience that we should consider? \_\_\_\_\_

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

Please list any scholastic honors received and offices held in school.

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

Are you planning to continue your studies? yes \_\_\_ no \_\_\_

If yes, where and what courses of study? \_\_\_\_\_

\_\_\_\_\_

**Employment History** (Start with most recent)

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Date Started \_\_\_\_\_

Date Ended \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ May we contact? yes \_\_\_ no \_\_\_

Responsibilities \_\_\_\_\_

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

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date Started \_\_\_\_\_  
Date Ended \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ May we contact? yes \_\_\_ no \_\_\_  
Responsibilities \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date Started \_\_\_\_\_  
Date Ended \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ May we contact? yes \_\_\_ no \_\_\_  
Responsibilities \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date Started \_\_\_\_\_  
Date Ended \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ May we contact? yes \_\_\_ no \_\_\_  
Responsibilities \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**References**

List three personal references, not related to you, who have known you for more than one year.

Name \_\_\_\_\_ Phone \_\_\_\_\_ Years Known \_\_\_\_\_  
Address \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_ Years Known \_\_\_\_\_  
Address \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_ Years Known \_\_\_\_\_  
Address \_\_\_\_\_

**Emergency Contact**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

**Please Read Before Signing:**

I certify that all information provided by me on this application is true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application.

I authorize my previous employers, schools, or persons listed as references to give an information regarding employment or educational record. I agree that this company and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application. In the event of any employment with this company, I will comply with all rules and regulations as set by the company in any communication distributed to the employees.

I understand that no driver shall be on duty and possess, be under the influence of, or use, a narcotic drug or any derivative thereof, an amphetamine or any formulation thereof, or any other substance which renders him/her incapable of safely driving. And are subject to pre employment drug & alcohol test and random drug & alcohol test at any time of employment.

I understand that no driver shall transport any person or permit any person to be transported on his/her motor vehicle unless specifically authorized in writing by the company.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_