



Application for Employment

All applicants will be considered for employment without regard to race, color, religion, national origin, sex, marital or veteran status, medical condition, or any other status protected by law. We are an Equal Opportunity Employer. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the HR Department.

THIS APPLICATION MUST BE COMPLETED IN ITS ENTIRETY TO BE CONSIDERED.

Position(s) applied for _____ Today's Date _____

Name _____ SSN: will be required upon hire
Last First Middle

Address _____
Street City State Zip Code

Telephone # _____ Cell Phone/Other # _____ E-mail Address _____

Are you 18 years of age or older? yes no

Have you ever applied here before? yes no

If yes, when? _____
 Have you ever been employed here before? yes no

If yes, please give dates and positions _____

Are you legally eligible for work in this country? yes no

Have you ever been convicted of a crime (excluding misdemeanors and traffic offenses)? yes no

If YES, list convictions (a conviction does not necessarily disqualify an applicant for the position being applied for):

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

What is your shift preference? _____

Employment History

Starting with your most recent employer, assignments or volunteer activities provide the following information.

From (Month/Year)	To (Month/Year)	Employer	Telephone #
Starting Job Title/Final Job Title		Street Address	City State
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
Reason for leaving:		Compensation: Start \$ Per Final \$ Per	
		May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> later	
From (Month/Year)	To (Month/Year)	Employer	Telephone #
Starting Job Title/Final Job Title		Street Address	City State
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Compensation: Start \$ Per Final \$ Per	
		May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> later	
From (Month/Year)	To (Month/Year)	Employer	Telephone #
Starting Job Title/Final Job Title		Street Address	City State
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Compensation: Start \$ Per Final \$ Per	
		May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> later	

Please explain any gaps in employment

Military Service

BRANCH OF SERVICE	FROM	TO	RANK & DUTIES	DATE DISCHARGED

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

School (Include City and State)	Number of Years Completed	Level of Completion	Course of Study
		<input type="checkbox"/> HSED/GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree	
		<input type="checkbox"/> HSED/GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree	
		<input type="checkbox"/> HSED/GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree	

References (Do not include relatives)

Name	Title	Relationship to Candidate	Telephone Number	Number of Years Known

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with J&D Manufacturing is true, complete and correct.

I authorize J&D Manufacturing, it's representatives, employees or agents to contact and obtain information from all references (personal, professional, employers, public agencies, licensing authorities and educational institutions) and to verify the accuracy of all information provided by me in this application, résumé or job interview(s). 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 J&D Manufacturing 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. I understand that J&D Manufacturing is not obligated to offer me an interview or a job. I understand that if I am selected for an interview, I may be required to complete pre-employment tests as a condition of employment.

If I am hired, I understand that I am free to resign at any time and J&D Manufacturing reserves the right to terminate my employment at any time, with or without prior notice, as employment at J&D Manufacturing is "at-will". I understand that this application is not an employment contract and that no representative of J&D Manufacturing is authorized to enter into an employment contract other than the company President/Vice President.

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 (1) cancel further considerations of this application, or (2) immediately discharge me from the employer's service, whenever it is discovered.

Further I understand that this job application is current for sixty (60) days after its submission. If I have not heard from the company within 60 days, I will be required to submit a new Application for Employment.

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 _____

Have you written this application yourself? Yes No