

Employment Application

Personal Information					Last Name, First Initial:
Name (Last, First, MI)					
Street address					
City, State, Zip					
Home phone number		Work phone number			
Cell phone number		E-mail address			
		Driver's license number/state/expiration			
<i>(if job involves any driving)</i>					
Employment Desired					Today's Date (Valid for 30 Days):
Position applied for					
How did you hear about this position?					
Date available for work		Desired hours (full time, part time, etc.)			
Education					
	Name and Address of School	Course of Study	Total Years of Study	Degree/Diploma	
High School					
Undergraduate College					
Graduate/Professional					
Other (Specify)					
List any seminars, classes, formal training or other education not listed above which may help qualify you for this position:					
.....					
.....					
.....					
.....					

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Employment History

List below all present and past employers over the past ten years, starting with your **most recent** employer. Account for all periods of unemployment. You must complete this section even if attaching a resume. May we contact your current employer? YES NO

1.

Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No)	Start Date	End Date	Essential job functions of final position
Address			1.
City, State, Zip	Starting Salary	Ending Salary	2.
Phone number			3.
Supervisor(s)	Supervisor(s) phone number		4.
Job position(s)	Supervisor(s) e-mail address		
Reason(s) for leaving			

2.

Employer	Start Date	End Date	Essential job functions of final position
Address			1.
City, State, Zip	Starting Salary	Ending Salary	2.
Phone number			3.
Supervisor(s)	Supervisor(s) phone number		4.
Job position(s)	Supervisor(s) e-mail address		
Reason(s) for leaving			

[PLEASE CONTINUE ON NEXT PAGE]

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Employment History

3.	Employer	Start Date	End Date	Essential job functions of final position
	Address			1.
	City, State, Zip	Starting Salary	Ending Salary	2.
	Phone number			3.
	Supervisor(s)	Supervisor(s) phone number		4.
	Job position(s)	Supervisor(s) e-mail address		
	Reason(s) for leaving			

4.	Employer	Start Date	End Date	Essential job functions of final position
	Address			1.
	City, State, Zip	Starting Salary	Ending Salary	2.
	Phone number			3.
	Supervisor(s)	Supervisor(s) phone number		4.
	Job position(s)	Supervisor(s) e-mail address		
	Reason(s) for leaving			

5.	Employer	Start Date	End Date	Essential job functions of final position
	Address			1.
	City, State, Zip	Starting Salary	Ending Salary	2.
	Phone number			3.
	Supervisor(s)	Supervisor(s) phone number		4.
	Job position(s)	Supervisor(s) e-mail address		
	Reason(s) for leaving			

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Additional Information

Have you ever been employed with Jon-Don before? Yes No
If Yes, when?

Do you have any friends or relatives employed by Jon-Don? Yes No
If Yes, please provide their names and relationship to you:

Are you currently employed? Yes No
May we contact your employer? Yes No
Are you currently on "lay off" status and subject to recall? Yes No

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No

If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.? Yes No

If driving is a requirement of the position applied for, have you in the last 7 years been convicted of Driving Under the Influence "(DUI)" Yes No N/A

If hired, do you have a reliable means of transportation to and from work? Yes No

If hired, would you be able to travel or work overtime as needed? Yes No

Have you ever been convicted of a felony or misdemeanor?

Yes No

If Yes, please explain:

INSTRUCTIONS FOR ANSWERING APPLICATION QUESTION ABOUT BEING CONVICTED OF A CRIME OR OTHER STATE-SPECIFIC REQUIREMENTS

A criminal record does not constitute an automatic bar to employment and will be considered only as it substantially relates to the job in question. If you are applying for a position with our company in the following states, please read the following instructions before responding.

- CA** Do not provide information concerning:
- (1) any conviction for which the record has been judicially ordered sealed, expunged or statutorily eradicated; or
 - (2) any misdemeanor conviction for which probation has been completed or discharged and the case has been judicially dismissed.

MA Have you ever been convicted of a felony? Yes No Record

If so, when? _____

Within the last five years have you been convicted of or released from incarceration for a misdemeanor, which was not a first offense for drunkenness, simple assault, speeding, a minor traffic violation, an affray or disturbing the peace? Yes No Record

(A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe the nature of the crime and your subsequent rehabilitation.) _____

In Massachusetts, an application for employment with a sealed record on file with the commissioner of probation may answer "No Record" with respect to any inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer "No Record" to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer "No Record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

NV Only report those convictions that occurred within the past seven (7) years.

NH Only report those convictions that have taken place in the past seven (7) years. Convictions, which have not been annulled, will not necessarily disqualify you from employment.

OR Do not provide information concerning a juvenile record that has been expunged.

SD Have you been convicted of a felony?

WA Limit your answer to convictions for which the date of conviction or prison release, whichever is more recent, is within seven (7) years of today's date.

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References

List below three persons not related to you who have knowledge of your work performance within the last 5 years

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

Additional Space

Additional space provided to expand on any points or questions asked previously in this application

PLEASE USE ADDITIONAL PAPER IF NECESSARY

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Please read each statement closely and initial each acknowledging your understanding

Equal Employment Opportunity Statement

Jon-Don is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. Jon-Don desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State or local laws. Jon-Don will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for Jon-Don.

Disclosure to Applicants Concerning Drug/Alcohol Testing

If you are offered a position with Jon-Don, you may be given a drug/alcohol test as a condition of employment. Your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means you will not be employed by Jon-Don. Neither the collector of specimens nor the medical professional who reviews the test results will be a company employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

Complete and Accurate Information

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

At-Will Employment

I understand and agree that if I am employed, my employment will be "at-will", which means that Jon-Don may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, Jon-Don will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superceded and that no promise or representation contrary to the foregoing is binding on Jon-Don unless made in writing and signed by Jon-Don's president.

Testing Authorization

Prior to employment with Jon-Don, I hereby agree to any legally permitted physical, aptitude, skill, drug or medical test required by Jon-Don as a condition of employment.

Investigation Authorization

I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks.

Company Obligation

I understand and agree that Jon-Don's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that Jon-Don has agreed to hire me. I understand that Jon-Don is under no obligation to hire me as the result of accepting this completed application.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY JON-DON.

Print Name

Signature

Date