



**APPLICATION FOR EMPLOYMENT**

Qualified applicants receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, creed, color, nationality, religion, age or sex, etc. as prohibited by federal law-or regulation. Do not answer any question that you feel might be used to discriminate against you for any reason prohibited by law.

**“AN EQUAL OPPORTUNITY EMPLOYER”**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

Date: \_\_\_\_\_ Social Security# \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**WORK PREFERENCE**

Position desired: \_\_\_\_\_

Date available for work: \_\_\_\_\_

Salary or Pay expected: \_\_\_\_\_

List job benefits other than wages you expect or want in order of importance:

\_\_\_\_\_

Describe your prior experience or formal training in the position you desire: \_\_\_\_\_

List any special skills you may have (typing, machine operation, etc): \_\_\_\_\_

What made you decide to apply with E.W. James & Sons? \_\_\_\_\_

Note: Please indicate conditions you prefer or would accept by placing a check mark next to each box that applies:

**AVAILABILITY FOR WORK**

Type of work:

Part Time:      Full Time:      Temporary/Short Term:      Long Term:

Please check shifts you are available:

Morning:      Afternoon:      Evening:      Rotating:

Please check days of the week you are available:

Monday      Tuesday      Wednesday      Thursday      Friday      Saturday      Sunday      Holidays

Will you work overtime if necessary? \_\_\_\_\_ Do you plan to work elsewhere or attend school while working here? \_\_\_\_\_

**PRESENT EMPLOYMENT PRIOR EVENTS**

Are you presently employed? \_\_\_\_\_

Have you ever worked for or applied for work at this company? \_\_\_\_\_

How much advance notice  
Will you give your employer? \_\_\_\_\_

Have you ever been discharged for cause? \_\_\_\_\_

Do you have friends or relatives  
working for this company? \_\_\_\_\_

Have you ever been indicted or convicted of a law violation,  
except a minor traffic violation? (a criminal background does  
not automatically bar employment) \_\_\_\_\_

**OTHER PERSONAL DATA**

If employed, can you provide proof of U.S. citizenship or, if an alien proof of authorization to work in the U.S. along with a legal form of I.D.? \_\_\_\_\_

Why would you like to work at E. W. James & Sons? \_\_\_\_\_

Describe a time when you provided excellent customer service in your most recent position. Why was this effective?  
\_\_\_\_\_  
\_\_\_\_\_

Give a complete account of your employment. Begin on the first line with your most recent position and work backwards. You may attach additional sheets if necessary.

**EMPLOYMENT AND U.S. MILITARY SERVICE RECORDS:**

1. Employer \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Main duties \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Starting Pay \_\_\_\_\_ Leaving Pay \_\_\_\_\_ Supervisor \_\_\_\_\_

What did you like about this job? \_\_\_\_\_

Why did you leave? \_\_\_\_\_

2. Employer \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Main duties \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Starting Pay \_\_\_\_\_ Leaving Pay \_\_\_\_\_ Supervisor \_\_\_\_\_

What did you like about this job? \_\_\_\_\_

Why did you leave? \_\_\_\_\_

3. Employer \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Main duties \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Starting Pay \_\_\_\_\_ Leaving Pay \_\_\_\_\_ Supervisor \_\_\_\_\_

What did you like about this job? \_\_\_\_\_

Why did you leave? \_\_\_\_\_

4. Employer \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Main duties \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Starting Pay \_\_\_\_\_ Leaving Pay \_\_\_\_\_ Supervisor \_\_\_\_\_

What did you like about this job? \_\_\_\_\_

Why did you leave? \_\_\_\_\_

**CERTIFICATE OF APPLICANT (read carefully before signing)**

All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may be cause for rejection or if employed, may be just cause for dismissal. I hereby authorize any former employer, person, firm or corporation listed herein including this company to answer any and all questions and agree to hold all persons harmless for giving any and all truthful information within their knowledge of my records. I understand this is a preliminary application and not a contract of employment. Furthermore, in the event I am employed, my employment shall be completely voluntary and may be terminated at will at any time upon notice by either the company or myself. I agree to take a job related physical examination or a drug/alcohol test when requested as a condition of employment. If employed, I agree to comply with all rules and procedures of the company as a condition of continued employment. In the event the company advances me money or other things of value, or I otherwise become indebted financially to the company, I agree to repay the company and also that any wages due to me upon termination may be offset by payroll deduction against any such monies due to the company.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_