



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: _____