



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

	YES	NO	
Are you a citizen of the United States?	<input type="checkbox"/>	<input type="checkbox"/>	
	YES	NO	
Are you 18 years of age or older?	<input type="checkbox"/>	<input type="checkbox"/>	
	YES	NO	
Have you ever worked for this company?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, when? _____
	YES	NO	
Have you ever been convicted of a felony?	<input type="checkbox"/>	<input type="checkbox"/>	

If yes, explain: _____

Do you have relatives currently working at J.V. Manufacturing, Inc.? YES NO
☐ ☐ Name: _____

Place of work: _____

Relationship: _____

Were you referred by an existing employee? YES NO
☐ ☐ Name: _____

Education

High School: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO
☐ ☐ Diploma: _____

College: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO
☐ ☐ Degree: _____

Other: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO
☐ ☐ Degree: _____



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References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐



Additional Information

Please provide any additional information that may aid in the consideration of your application (foreign language, community or trade organization involvement, etc.):

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____



Equal Employment Opportunity

This company is a government contractor. As a result of this coverage, we must comply with Federal and State Equal Employment Opportunity record keeping and reporting requirements. To respond to these obligations, we must request the following information. Please note: submission of this information is VOLUNTARY and refusal to provide it will not subject you to any adverse action. The information you give will be kept CONFIDENTIAL and away from your employment application. Exceptions to the confidentiality issue are the following established by the regulations:

- 1. Supervisors and managers may be informed of restrictions on the work or duties of disabled individuals, regarding necessary accommodations*
- 2. First aid and safety personnel may be informed, when and to what extent appropriate, if the condition might require emergency treatment*
- 3. Government officials investigating compliance with the Acts shall be informed*

We request you submit the following information about yourself:

Full Name: _____

Job Applied For: _____

Gender: MALE FEMALE
 ☐ ☐

Military Service:

- ☐ Vietnam Era Veteran - Served on active duty for more than 180 days between August 5, 1964 and May 7, 1975
- ☐ Other Eligible Veteran

Race/Ethnicity:

- ☐ American Indian or Alaskan Native – A person having origins in any of the peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment
- ☐ Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- ☐ Black or African American – A person having origins in any of the black racial groups of Africa
- ☐ Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race
- ☐ Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- ☐ White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Signature: _____ Date: _____