

## JOB APPLICATION

Date of Application: \_\_\_\_\_ Date Available to Begin: \_\_\_\_\_

### PERSONAL INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor?  Yes  No

If yes, please explain in full, including dates, details of offense(s) charged, jurisdiction, and disposition of case:

\_\_\_\_\_

Please list and explain any traffic violations on your driving record in the past (5) five years.

\_\_\_\_\_

Are you legally authorized to work in the U.S.?  Yes  No

If hired, you will be required to provide identification and proof of U.S. citizenship or authorization to work in the U.S.

### EDUCATION

#### High School

Name of School: \_\_\_\_\_

Location of School (City, State): \_\_\_\_\_

Received:  Diploma  Other (Specify): \_\_\_\_\_  None

Number of Years Attended: \_\_\_\_\_

#### College, University, or Technical School

Name of School	Location (City, State)	Dates of Attendance (Month/Year)		Major/Minor Course of Study	Type of Degree Earned	Number of Years Attended
		From	To			

### KNOWLEDGE, SKILLS, ABILITIES

List any knowledge, skills, and/or abilities you possess and believe to be relevant to the position you are seeking.

\_\_\_\_\_

\_\_\_\_\_

## POSITION DETAILS

Position Applying for: \_\_\_\_\_

Type of work seeking (select one): Full-Time      Part-Time      Seasonal

## WORK EXPERIENCE

Describe your work experience, beginning with your current or most recent job. Include military service and job-related volunteer work, if applicable. If needed, attach additional sheets, using the same format as on the application.

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Your Title: \_\_\_\_\_ Dates of Employment (Month/Year): From \_\_\_\_\_ To \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Duties/Responsibilities: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Your Title: \_\_\_\_\_ Dates of Employment (Month/Year): From \_\_\_\_\_ To \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Duties/Responsibilities: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Your Title: \_\_\_\_\_ Dates of Employment (Month/Year): From \_\_\_\_\_ To \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Duties/Responsibilities: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

## REFERENCES

List three business references whom we may contact.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Jarrold Smart Construction, Co. provides equal employment opportunities to all employees and applications for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Jarrold Smart Construction, Co. complies with all applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

I certify that the above answers are true and complete to the best of my knowledge. I authorize Jarrold Smart Construction, Co. to investigate any statement contained in this application. I understand that this application is not any kind of contract or agreement. In the event of employment, I understand that any false or misleading information given in my application may result in immediate termination.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_