

# JW PERRY, INC. APPLICATION FOR EMPLOYMENT

JW Perry, Inc. is an equal employment opportunity employer dedicated to a policy of nondiscrimination in employment based upon an individual's race, color, creed, religion, age, sex, national origin, ancestry, marital status, sexual orientation, or the presence of any non-job-related medical condition or disability. In reading and answering the following questions, please keep in mind that none of the questions are intended to imply any limitations, illegal preferences, or discrimination based upon any non-job-related information. This application will be given consideration, but its receipt does not imply that the applicant will be interviewed or employed.

|                                     |
|-------------------------------------|
| POSITION(S) APPLIED FOR: _____      |
| DATE Available To Start Work: _____ |

|                      |                |         |     |
|----------------------|----------------|---------|-----|
| <b>PERSONAL DATA</b> |                |         |     |
| Name _____           |                |         |     |
| Address _____        |                |         |     |
| Street Address       | City           | State   | Zip |
| Daytime Phone:       | Evening Phone: | E-mail: |     |
| ( ) _____            | ( ) _____      | _____   |     |
| Area Code            | Area Code      |         |     |

|   |                |
|---|----------------|
| <b>GENERAL INFORMATION</b>  |                |
| 1. Have you ever applied for a job with this company in the past? If yes, please give the date of application and position for which you applied. State your name at that time, if different from present name.                     | ___ Yes ___ No |
| 2. Have you ever been employed by this company in the past? If yes, please give dates of employment, position held, and state your name while employed if different from present name.  | ___ Yes ___ No |
| 3. If hired, will you be able to work during the normal days and hours required for the position(s) for which you are applying? If no, please explain:  | ___ Yes ___ No |
| 4. Do you have any commitments to another employer that might affect your employment with our company? If yes, please explain:  | ___ Yes ___ No |
| 5. If hired, can you furnish proof that you are 18 years of age, or if under 18, do you have a permit to work? If no, please explain:   | ___ Yes ___ No |
| 6. If hired, can you furnish proof that you are eligible to work in the United States? (If unsure of the documents needed to prove eligibility to work in the U.S., we will explain the legal requirements.) If no, please explain: | ___ Yes ___ No |

7. Do you now, or will you in the future, require (company name) to sponsor an employment visa for your continued employment?  Yes  No
8. Have you been convicted of a felony or released from prison in the past 7 years? Note: A yes answer does not automatically disqualify you from employment since the nature of the offense, date, and type of job for which you are applying will be considered. If yes, please explain:  Yes  No
9. Are you charged with an unresolved criminal charge (have you been charged with a crime that has not yet resulted in a plea of guilty, court trial, or dropping of the charge)? Note: A yes answer will not automatically disqualify you from employment. If yes, please explain:  Yes  No

**DO NOT ANSWER QUESTIONS 9 OR 10 IF A JOB DESCRIPTION IS NOT ATTACHED**

10. Are you able to perform the tasks listed on the attached job description with or without an accommodation?  Yes  No
11. If necessary, what accommodation could we make that would allow you to perform the essential functions of the job?

**EDUCATIONAL DATA**

| SCHOOLS ATTENDED                                     | NAME OF SCHOOL AND LOCATION                                  | DID YOU GRADUATE? |    | DEGREE/<br>DIPLOMA/<br>CERTIFICATE | MAJOR COURSE OF STUDY |
|--|--|-------------------|----|------------------------------------|-----------------------|
|  |  | YES               | NO |                                    |                       |
| HIGH SCHOOL  | CIRCLE HIGHEST GRADE COMPLETED<br>1 2 3 4 5 6 7 8 9 10 11 12 |                   |    |                                    |                       |
| TECHNICAL, VOCATIONAL BUSINESS, OR MILITARY TRAINING |  |                   |    |                                    |                       |
| COLLEGE OR UNIVERSITY                                |  |                   |    |                                    |                       |
| GRADUATE SCHOOL                                      |  |                   |    |                                    |                       |
| PROFESSIONAL SEMINARS                                |  |                   |    |                                    |                       |

Additional JOB-RELATED seminars, short courses, workshops, or other educational experiences:

JOB-RELATED certificates, licenses, equipment qualified to operate, computer hardware and software operated, and other JOB-RELATED special skills and abilities:

**EMPLOYMENT HISTORY**  
**PRESENT & FORMER EMPLOYERS**

(List Present or Most Recent First)

Attach additional sheet if necessary.

|                                  |  |      |        |
|----------------------------------|--|------|--------|
| Company Name                     | Dates of Employment                                | From | To     |
| Address                          | Supervisor (and phone number, if known)            |      |        |
| City, State, Zip                 | Your name when employed, if different from present |      |        |
| Job Title & Duties               | Reason for leaving                                 |      |        |
| Final Salary: \$ _____ per _____ | May we contact?                                    |      | Yes No |

|                                  |  |      |        |
|----------------------------------|--|------|--------|
| Company Name                     | Dates of Employment                                | From | To     |
| Address                          | Supervisor (and phone number, if known)            |      |        |
| City, State, Zip                 | Your name when employed, if different from present |      |        |
| Job Title & Duties               | Reason for leaving                                 |      |        |
| Final Salary: \$ _____ per _____ | May we contact?                                    |      | Yes No |

|                                  |  |      |        |
|----------------------------------|--|------|--------|
| Company Name                     | Dates of Employment                                | From | To     |
| Address                          | Supervisor (and phone number, if known)            |      |        |
| City, State, Zip                 | Your name when employed, if different from present |      |        |
| Job Title & Duties               | Reason for leaving                                 |      |        |
| Final Salary: \$ _____ per _____ | May we contact?                                    |      | Yes No |

Please account for any time you were not employed after leaving school in the past ten years (you need not list any unemployment periods of one month or less)

|                       |                                   |
|-----------------------|-----------------------------------|
| <u>Time Period(s)</u> | <u>Reason(s) for Unemployment</u> |
|                       |                                   |
|                       |                                   |

If you were unable to list all past jobs or periods of unemployment on this form, please use an additional sheet.

**REFERENCES – LIST THREE BUSINESS-RELATED INDIVIDUALS WHO ARE NOT FORMER EMPLOYERS**

| <u>NAME</u> | <u>ADDRESS</u> | <u>CITY, STATE, ZIP</u> | <u>PHONE NO.</u> | <u>OCCUPATION</u> |
|-------------|----------------|-------------------------|------------------|-------------------|
|             |                |                         |                  |                   |
|             |                |                         |                  |                   |
|             |                |                         |                  |                   |

**OTHER JOB-RELATED EXPERIENCE.** Some people gain job-related experience in positions other than as an employee. For instance, an accountant may gain experience as a treasurer of a civic or school organization, or a manager may gain experience while working on civic projects or in school organizations or in PTA activities. Please list and describe any paid or unpaid activities, honors, experience, or training that might aid you in performing the job(s) for which you have applied, and have not been listed previously in this application. (You may omit any activities, honors, memberships, or other items that tend to identify your race, sex, national origin, age, disability, or other personal traits that you prefer not to disclose.)

Please add any additional information (except that which identifies your race, sex, age, religion, national origin, disability, or other non-job-related personal information) that you think may be relevant to a decision to hire you.

**IMPORTANT**

**PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING.**

Initials

\_\_\_\_\_ By my signature and initials, I confirm that the information provided in this employment application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment if discovered at a later date. I agree to immediately notify the company if I should be convicted of a felony or any crime involving dishonesty or a breach of trust while my job application is pending or during my period of employment, if hired.

\_\_\_\_\_ I authorize any person, school, current employer (except as previously noted), past employer(s), and organizations named in this application form (and accompanying resume, if any) to provide the company with relevant information and opinion that may be useful to the company in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

\_\_\_\_\_ If offered a job that requires it, I give permission for a drug test and a job-related complete physical examination, and I consent to the release to the company of any medical information, as may be deemed necessary by the company in judging my capability to perform the essential functions of the work for which I am applying (with or without a reasonable accommodation).

\_\_\_\_\_ If offered a job that requires it, I give permission for a job-related complete physical examination, and I consent to the release to the company of any medical information, as may be deemed necessary by the company in judging my capability to perform the essential functions of the work for which I am applying (with or without a reasonable accommodation).

\_\_\_\_\_ I understand that if my employment is terminated by the company for dishonesty, breach of trust, or any criminal acts, the authorities may be notified and I may be criminally prosecuted. I also understand that, if hired, I may not hold other employment nor engage in sales, investments, or other activities that create a conflict of interest with the company.

\_\_\_\_\_ I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, my employment is for no definite period of time and may, regardless of the date of payment of my wages or salary, be terminated at any time.

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

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