



APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

Applicants for job openings at Jones Paint & Glass will be evaluated without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap.

PERSONAL INFORMATION

Date _____

Legal Name _____
Last First Middle

Maiden Name (if applicable) _____ Other Name(s) used _____

Present Address _____
Street City State Zip

Former Address if less than 5 years at present address or if you lived in another state. Attach sheet if more space is needed.

Street City State Zip

Phone No. _____ Cell / Pager No. _____

Referred by: _____ Are you 18 years of age or older: Yes No

List any friends or relatives working for JPG _____

Have you been convicted of a felony or crime punishable by imprisonment? Yes No
(Conviction will not necessarily disqualify you for the position for which you are applying) If yes explain: _____

EMPLOYMENT DESIRED

Position _____ Date You Can Start _____ Salary Desired _____

Are you available to work Full Time Part Time Shift Work Temporary Only Summer Only Other
Explain: _____

Have you ever been employed by JPG? Yes No Location: _____ Position: _____

Have you ever applied to JPG before? Yes No Location: _____ Date: _____

Are you employed now? Yes No Can you work all production shifts if the job requires it? Yes No

If so may we inquire of your present employer: Yes No Can you work all days of the week if the job requires it? Yes No

Are you currently on lay-off status and subject to recall: Yes No Do you have a reliable means of transportation to get to work? Yes No

Can you travel if the job requires it? Yes No Do you have a valid drivers licence? Yes No

MILITARY DATA

Branch _____ Dates of Duty: _____

Rank at discharge: _____ What were your duties? (Include special training and duty station) _____

EDUCATION

TYPE OF SCHOOL	NAME & ADDRESS OF SCHOOL	HOW MANY YEARS ATTENDED	GRADUATED?	COURSE OR MAJOR
ELEMENTARY OR GRADE			<input type="checkbox"/> YES <input type="checkbox"/> NO	
HIGH SCHOOL			<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE (undergraduate)			<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE (graduate)			<input type="checkbox"/> YES <input type="checkbox"/> NO	
BUSINESS / TRADE			<input type="checkbox"/> YES <input type="checkbox"/> NO	
OTHER			<input type="checkbox"/> YES <input type="checkbox"/> NO	

Describe any apprenticeship training or specialized skills you may have:

List professional, trade, business or civic organizations you are affiliated with:

List hobbies, sports, and extra-curricular activities you are or have been involved with:

EMPLOYMENT HISTORY

List in order, most current or present employer first. Must list all employers for at least the last three years.

DATES		EMPLOYER'S NAME, ADDRESS AND TELEPHONE NUMBER	RATE OF PAY		LAST POSITION HELD	SUPERVISOR'S NAME & TITLE	REASON FOR LEAVING
START	FINISH		START	FINISH			
DATES		EMPLOYER'S NAME, ADDRESS AND TELEPHONE NUMBER	RATE OF PAY		LAST POSITION HELD	SUPERVISOR'S NAME & TITLE	REASON FOR LEAVING
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START	FINISH		START	FINISH			

Describe any experiences, skills, or qualifications you have which would qualify you for work with Jones Paint and Glass.

Describe the nature of special accommodations you require, if any, in order to perform the essential function of the position for which you are applying.

EXPERIENCE AND QUALIFICATIONS FOR DRIVERS *All applicants for any type of driving position must provide their Motor Vehicle Report for the previous 3 years with their application.*

DRIVING EXPERIENCE

TYPE OF EQUIPMENT (C.M.V. , TRACTOR/TRAILER, VAN, TANK, FLAT, ETC.)	FROM	DATES	TO	APPROX. NO. OF MILES (TOTAL)

ACCIDENT RECORD FOR PAST 3 YEARS OR MORE (ATTACH SHEET IF MORE SPACE IS NEEDED)

DATES	NATURE OF ACCIDENT (HEAD-ON, REAR-END, UPSET, ETC.)	FATALITIES	INJURIES

TRAFFIC CONVICTIONS AND FORFEITURES FOR THE PAST 3 YEARS - NO PARKING VIOLATIONS (ATTACH SHEET IF MORE SPACE IF NEEDED)

LOCATION	DATE	CHARGE	PENALTY

Have you ever been denied a license, permit or privilege to operate a motor vehicle? Yes No

Has any license, permit or privilege ever been suspended or revoked? Yes No

If the answer is yes to either of the above two questions, attach a statement giving details.

If you are hired by Jones Paint and Glass, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

AUTHORIZATION

I certify that the information contained in this application (and accompanying resume, if any) are true and to the best of my knowledge. I understand that any false statement, omission, or misrepresentation is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the company.

I understand that any employment is conditioned on a back ground check. I authorize Jones Paint & Glass to thoroughly investigate all statements contained in my application or resume. In addition, I hereby authorize any former employer, person, firm, school or corporation listed hereon, including this company, to answer any and all questions and agree to hold all persons harmless and release them from all liability for giving any and all truthful information within their knowledge or records.

I understand and agree that nothing contained in this application or conveyed during any interviews, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the company unless made in writing.

I understand that upon the event that I am employed by Jones Paint and Glass, I will not be allowed to have or use guns, or any other weapon (as listed in the "Employee Guidelines and Work Standards") on the company's premise or job sites.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the company and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the company the results of the examination, which results shall remain confidential. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the company's drug and alcohol policy.

I understand that JPG has an Non-Tobacco environment Policy which prohibits smoking or the use of smokeless tobacco in both the office and warehouses of all JPG facilities and in all company vehicles

I understand that filing out this form does not indicate there is a position open and does not obligate the company to hire. If hired, I agree to abide by all company work rules, policies and procedures. The company retains the right to revise its policies or procedures, in whole or in part, at any time.

I certify that any advances to me of money, tools, safety equipment, products, or other things of value will be repaid to the company. Any wages due upon termination will be used to offset such debt.

APPLICANT SIGNATURE

DATE



Background Investigation Consent

I, _____, hereby authorize Jones Paint and Glass and/or it's agents to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information which may be material to qualifications for employment.

I release JPG and/or it's agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the reference sources.

I certify that all information contained in my application for employment and all other accompanying resumes are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the company.

Signature

Date