

# J and J Thomas, Inc.

An Equal Opportunity Employer



**This application form must be used to apply for a position with J and J Thomas, Inc. Keep a completed copy of your application for your own records. Please read the following instructions. You will not be considered for any position if your application is incomplete or illegible.**

## INSTRUCTIONS

- If applicable, read the job announcement. If you believe that you are qualified, **fill out the application by typing or printing in ink.**
- Applications that are incomplete or not signed and dated may be rejected. The application must be completed and submitted in its entirety.
- Do not attach or enclose resumes, letters of reference, training records, academic transcripts, or examples of work with your application unless you have been asked for them.

Once completed and signed, return the application to J and J Thomas, Inc. via scan/email to Security@jjtic.com; Fax @ 541.916.8488; Mail to 106 NW F Street, #525, Grants Pass, OR 97526; or call (541) 218-9672 for other options.

***Print legibly – Illegible applications will NOT be processed***

# J and J Thomas, Inc.

An Equal Opportunity Employer



An Equal Opportunity Employer

## Availability

Date you are able to report to work: \_\_\_\_\_

Position type you are interested in: (check as many as apply):

Full-time    Part-time    Any    Temporary

Name \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_  
\_\_\_\_\_ City State Zip

Telephone No(s). \_\_\_\_\_  
Home Business Cell

Email \_\_\_\_\_

Federal Regulations: Are you authorized to work in the United States? Yes No

The Federal Immigration Reform and Control Act requires individuals to provide, to an employer, documented proof that they are authorized to work in the United States. The proof must be provided to, and verified by, hiring authorities at the time of hire or no later than three business days after the hire.

Do you have a high school diploma or GED certificate? Yes No

## Colleges, Academies, or Other Schools Attended

Name of School and Location	Total No. of Hours	Type of Training or Major	Certificate or Degree Received

# J and J Thomas, Inc.

An Equal Opportunity Employer

List additional relevant training and/or experienced:

---



---



---

## Licenses/Certificates

List any licenses or certificates relevant to position.

Title of License or Certificate	Number	Issuing Agency	Date Issued	Date of Expiration

## Work Experience

Describe all work experience: A) that may be related to the position you are applying for and B) to meet the requirements for the position as specified in the recruiting announcement. Include related unpaid and volunteer work. If you need to list more than four employers, attach additional sheets.

Present or last employer			Kind of business	
Address			Phone	
Date Started (mo/yr)	Date Leaving (or Present) (mo/yr)	Last Salary	Job Title	
Name of Supervisor	Supervisor's job title	May we contact? Yes    No	Reason for leaving	
Job Duties:				

# J and J Thomas, Inc.

An Equal Opportunity Employer

Employer		Kind of business	
Address		Phone	
Date Started (mo/yr)	Date Leaving (or Present) (mo/yr)	Last Salary	Job Title
Name of Supervisor	Supervisor's job title	May we contact? Yes    No	Reason for leaving
Job Duties:			

Employer		Kind of business	
Address		Phone	
Date Started (mo/yr)	Date Leaving (or Present) (mo/yr)	Last Salary	Job Title
Name of Supervisor	Supervisor's job title	May we contact? Yes    No	Reason for leaving
Job Duties:			

# J and J Thomas, Inc.

An Equal Opportunity Employer

Employer		Kind of business	
Address		Phone	
Date Started (mo/yr)	Date Leaving (or Present) (mo/yr)	Last Salary	Job Title
Name of Supervisor	Supervisor's job title	May we contact? Yes    No	Reason for leaving
Job Duties:			

List three (3) personal references:

_____	_____	_____
Name	Phone	Email
_____	_____	_____
Name	Phone	Email
_____	_____	_____
Name	Phone	Email

I certify and affirm that I have read the notice below, have personally completed this application or requested its completion, and that all statements contained herein are true and complete. I further understand that any offer of salary is made in accordance with Judicial Department Personnel Rule (JDPR) 4.03.

**NOTICE:** Any oral or written statement that is false, fraudulent or misleading contained in this application or made in the course of any related employment process whether made by me or by others at my request will result in rejection of my application, denial of employment, and/or dismissal from service if discovered after employment.

**Criminal conviction and driving records will be checked in accordance with Oregon State Law and may be grounds for rejection of the application or termination of employment.**

Signature \_\_\_\_\_ Date \_\_\_\_\_