

JONES CONTRACTING CORP
Employment Application



APPLICANT INFORMATION			
Last Name		First	M.I. Date
Street Address			D.O.B.
City		State	ZIP
Phone		E-mail Address	
Date Available	Social Security No.		Desired Salary
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

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 <input type="checkbox"/> NO <input type="checkbox"/>			
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 <input type="checkbox"/> NO <input type="checkbox"/>			
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 <input type="checkbox"/> NO <input type="checkbox"/>			

DRIVING EXPERIENCE

Type of Equipment	
Date of Last Accident (if any)	Nature of Accident
Do you have a valid driver's license and reliable transportation to work? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Has any license, permit or privilege ever been denied, suspended or revoked? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Explain (if answer is yes to the above question)	

RELEASE OF INFORMATION

I, the undersigned, certify the information provided herein is true and complete to the best of my knowledge. I understand if there are omissions or any statement(s) made in this application that prove to be false, misleading, or misrepresentations of facts, it may result in the rejection of my application or termination of employment. This application is the property of JONES CONTRACTING CORP and will not be returned. I authorize a full background investigation at any time regarding my education, employment, criminal history, and motor vehicle driving records. I authorize references, employers, schools, law enforcement authorities, and any other persons or record keepers to give information they have about my character, ability to perform the requirements of the position, and employment records to JONES CONTRACTING CORP. I unconditionally release any named or unnamed informant from any and all liability resulting from furnishing information. Should I be selected for employment, I understand this application is not a contract of employment and any offer of employment is "at-will" and may be terminated by myself or by the company at any time for any reason or no reason at all, with or without prior notice. Any offer of employment is contingent upon satisfactorily passing any required physical examinations.

Signature	Date
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Applicant Affirmative Action Program Self-Identification Form

REQUIRED INFORMATION

Name:

Date of Application:

Position(s) for which you are applying:

VOLUNTARY INFORMATION

NEMA is a government contractor and to comply with the regulations for equal employment opportunity and affirmative action (EEO/AA), we must track our applicants by gender and race/ethnicity and the position they applied for to the government. We are an organization that values diversity and encourages women and minorities to apply. For this reason, we invite you to indicate your gender and race/ethnicity below. This information is kept separate from your application.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. Responses will remain confidential within the Human Resources Department; and will be used only for the necessary information to include in our Affirmative Action Program and reporting requirements to the government. When reported, data will not identify any specific individuals.

GENDER

Male

Female

Definitions of race/ethnicity are on the next page (as defined by the Equal Employment Opportunity Commission).

RACE/ETHNIC IDENTIFICATION (CHECK ONE):

Are you Hispanic or Latino? YES NO

If you answered "Yes" you have completed this form. If you answered "No" please select a race from the options below.

- White (Not Hispanic or Latino)
- Black or African American (Not Hispanic or Latino)
- Native Hawaiian or other Pacific Islander (Not Hispanic or Latino)
- Asian (Not Hispanic or Latino)
- American Indian or Alaska Native (Not Hispanic or Latino)
- Two or More Races (Not Hispanic or Latino)
- I do not wish to disclose.

DEFINITIONS OF RACE/ETHNIC CATEGORIES

Hispanic of Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) - 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.

American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.