

Jones-McLeod, Inc.

Foodservice Equipment Parts and Service
Return Fax To: 205-322-1440
P.O. Box 101329 Birmingham, AL 35210

STANDARD EMPLOYMENT APPLICATION

Name _____ Date _____
(Please print) Last First Middle

Please fill in the application yourself, in ink giving complete answers to questions that apply to you. This will enable you to derive the greatest benefit from the interview to follow.

Because of our sincere interest in your qualifications, it is desirable to have your complete background and work history. A clear understanding of your interests, background, ambitions and abilities will aid us in placing you in the position that best meets your qualifications. We appreciate your interest in our company and will be happy to explore with you the possibilities of joining us.

Position applying for _____ SS# _____

Phone _____ Drivers Incense # _____

Present address _____ How Long? _____

Previous address _____ How Long? _____

Previous address _____ How Long? _____

Do you own a home? ___ Rent home? ___ Rent apartment? ___

Do you own a car? ___ Make and year _____

Do you have any relatives working for our company? _____ Who? _____

How were you referred you to us? _____

Any physical limitations? _____ Please explain _____

Personal: The Civil Rights Act of 1964 and P.L. 90-202 prohibit unfair discrimination in employment on the basis of race, color, religion, sex, national origin and age. Certain state laws prohibit pre-employment inquiries which are not job related and which may be used as the basis for unfair discrimination. You may omit any item on this application form where you question its purpose. If omitted information is necessary for the job applied for, you will be asked to complete those items during your personal interview.

Sex _____ Age _____ Date of Birth _____ Height _____ Weight _____

Marital status: M / S / D Wife/Husband's name _____ Age _____

Number of children _____ ages _____ are you a U.S. citizen? _____

Have you ever been bonded? _____ If yes, on what jobs? _____

Have you been convicted of any crime, excluding misdemeanors? _____

If yes, describe in full: _____

RECORD OF PREVIOUS EMPLOYMENT

PRESENT EMPLOYER:

(or most recent) _____ Kind of business _____

Address _____ Phone _____ Supervisor _____

Starting date _____ Ending date _____ Starting earnings _____

Responsibilities _____ Ending earnings _____

What did you like best about your job? _____

What did you like least about your job? _____

Reason for leaving _____

May we contact your previous employer without jeopardizing your position? _____ Yes _____ No

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IF MORE THAN 3 PREVIOUS EMPLOYERS, LIST OTHERS HERE:

Employer: _____ Dates: From: _____ To: _____

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What special skills and qualifications do you have? _____

EDUCATIONAL RECORD:

Grammar School: _____

High School: _____ Did you graduate? _____

College or University: _____ Major: _____ Degree? _____

Outline pertinent experience and attainments achieved through your education (such as subjects of concentration, interests, activities, and honors received):

REFERENCES:

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with this company will be based on your merit and on no other consideration.

Occasionally those applying for employment wish to state additional information. If so, please write your comment below.

PLEASE READ CAREFULLY APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the answers given and statements made are true and correct. I hereby authorize all my previous employers, or references, to furnish any information concerning my personal character, habits or employment records.

Witness (Company Interviewer) _____

Applicant's Signature _____