

Application For Employment

J&S Electronic Business Systems, Inc.

878 Jefferson Street

Burlington, Iowa 52601

319-752-5603

PLEASE PRINT

Equal access to programs, services and employment available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resource dept.

Position(s) applied for: _____ Date of Application: _____

Name: _____
 (Last) (First) (Middle)

Address: _____ DOB: _____
 (Street) (City) (State) (Zip)

Telephone: () _____ Cell Phone: () _____ SSN: _____

If you are under 18, and it is required, can you furnish a work permit? _____ Yes _____ No
 If no, please explain. _____

Have you ever been employed here before? _____ Yes _____ No

Are you legally eligible for employment in this country? _____ Yes _____ No

Date available for work? _____ / _____ / _____

Type of employment desired? _____ Full-time _____ Part-time _____ Temporary _____ Seasonal

Are you able to meet the attendance requirements of the position? _____ Yes _____ No

Have you been convicted of a crime in the last seven (7) years? _____ Yes _____ No

If yes, please explain: _____

(CONVICTION WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. EACH INSTANCE AND EXPLANATION WILL BE CONSIDERED IN RELATION TO THE POSITION FOR WHICH YOU ARE APPLYING.)

Drivers license number if driving is an essential job function: _____ State: _____

Employment History

Provide the following information for your past four (4) employers, assignments or volunteer activities, starting with the most recent.

From	To	Employer #1:	Telephone:
Job Title		Address:	
Immediate Supervisor & Title		Summarize the nature of work performed & job responsibilities	
Reason for leaving		Hourly Rate/Salary Start \$ _____ Per _____ Final \$ _____ Per _____	
From	To	Employer #2:	Telephone:
Job Title		Address:	
Immediate Supervisor & Title		Summarize the nature of work performed & job responsibilities	
Reason for leaving		Hourly Rate/Salary Start \$ _____ Per _____ Final \$ _____ Per _____	
From	To	Employer #3:	Telephone:
Job Title		Address:	
Immediate Supervisor & Title		Summarize the nature of work performed & job responsibilities	
Reason for leaving		Hourly Rate/Salary Start \$ _____ Per _____ Final \$ _____ Per _____	

From	To	Employer #4:	Telephone:
Job Title	Address:		
Immediate Supervisor & Title	Summarize the nature of work performed & job responsibilities		
Reason for leaving	Hourly Rate/Salary Start \$ _____ Per _____ Final \$ _____ Per _____		

Skills & Qualifications

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Education Background (If job-related)

Name and Location	Years Completed	Did you Graduate?		Course of Study
High School				
College		Major	Degree	
Other				

References

Name	Telephone	Years Known

I understand that if I am employed, and misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis by local, state or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application

If I am hired, I understand that I am free to resign at any time with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I present and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: _____

Date: _____