



**JE SYSTEMS, INC.  
EMPLOYMENT APPLICATION**

JE Systems, Inc. is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, or disability. We assure you that your opportunity for employment with JE Systems, Inc. depends solely on your qualifications.

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Present Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Alternate Telephone (\_\_\_\_) \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

What position are you applying for: \_\_\_\_\_

Employment desired ( ) Full-Time Only ( ) Part-Time Only ( ) Full or Part Time

Salary desired: \_\_\_\_\_

When are you available for work? \_\_\_\_\_

Are you legally authorized to work in the U.S.? ( ) Yes ( ) No

Are you 18 years old or older? ( ) Yes ( ) No

Have you ever worked for JE Systems, Inc. before? ( ) Yes ( ) No

Do you know or are you related to anyone who works at JE Systems, Inc.? ( ) Yes ( ) No

If yes, whom? \_\_\_\_\_

If hired, do you have transportation? ( ) Yes ( ) No

**Have you ever been convicted of a misdemeanor, felony, traffic violation or any other crime? ( ) Yes ( ) No**

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation:

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**EDUCATION:**

Name of High School: \_\_\_\_\_

Location of High School: \_\_\_\_\_

Number of Years Attended? \_\_\_\_\_

Did you Graduate? ( ) Yes ( ) No                      Date of Graduation: \_\_\_\_\_

Name of Trade School: \_\_\_\_\_

Location of Trade School: \_\_\_\_\_

Number of Years Attended: \_\_\_\_\_

Did you graduate? ( ) Yes ( ) No                      Date of Graduation: \_\_\_\_\_

Name of College: \_\_\_\_\_

Location of College: \_\_\_\_\_

Number of Years Attended: \_\_\_\_\_

Did you graduate? ( ) Yes ( ) No                      Date of Graduation: \_\_\_\_\_

Name of College: \_\_\_\_\_

Location of College: \_\_\_\_\_

Number of Years Attended: \_\_\_\_\_

Did you graduate? ( ) Yes ( ) No                      Date of Graduation: \_\_\_\_\_

**REFERENCES**

Please list two references other than relatives or previous employers.

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Company \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_



## JE SYSTEMS, INC. EMPLOYMENT APPLICATION

### EMPLOYMENT HISTORY

Beginning with your most recent employment and working back in time, please give the following information:

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Employer Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Starting Rate of Pay: \_\_\_\_\_ Final Rate of Pay: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer?                       Yes                       No

If not, please explain: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Employer Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Starting Rate of Pay: \_\_\_\_\_ Final Rate of Pay: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer?                       Yes                       No

If not, please explain: \_\_\_\_\_  
\_\_\_\_\_



Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Employer Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Starting Rate of Pay: \_\_\_\_\_ Final Rate of Pay: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer?                      ( ) Yes              ( ) No

If not, please explain: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Employer Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Starting Rate of Pay: \_\_\_\_\_ Final Rate of Pay: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer?                      ( ) Yes              ( ) No

If not, please explain: \_\_\_\_\_  
\_\_\_\_\_

Please list any additional information you feel necessary to describe your full qualifications for the specific position for which you are applying:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## JE SYSTEMS, INC. EMPLOYMENT APPLICATION

I authorize investigation of all statements contained in this employment application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give permission to JE Systems, Inc. to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release JE Systems, Inc. from any liability as a result of such contact.

I also understand that JE Systems, Inc. has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment. Consent to and compliance with such Policy is a condition of my employment, and continued employment is based on the successful passing of testing under such policy.

I acknowledge that subsequent employment with JE Systems, Inc. is AT-WILL and that both JE Systems, Inc. and employee reserve the right to end the employment relationship at any time, for any or no reason, with or without notice. I further understand that the President of JE Systems, Inc. is the only authorized Company representative who can modify my AT-WILL employment and that any modifications must be in writing and signed by the President of JE Systems, Inc. in order to be effective. Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment. I further understand that my employment with JE Systems, Inc. shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with JE Systems, Inc. is terminable at will for any reason by either party.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for completing this application form and your interest in JE Systems, Inc.