

JONACO MACHINE LLC
Application for Employment
 An Equal Opportunity Employer

Jonaco Machine LLC does not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, affectional preference, disability, age (except as required by law), marital status or status with regards to public assistance. Individuals will not be excluded from employment rights, participation in or be denied the benefits of, or be otherwise subjected to discrimination under any program, service or activity under the provisions of any and all applicable federal, state, and local laws against discrimination.

Jonaco Machine LLC prohibits the harassment of any employee or job applicant because of sex or national origin or race.

Answer ALL questions completely - please print - be sure to complete all applicable pages.

Position applied for: _____ Date of application: _____

Name: _____ Home Phone Number: _____

Present Address: _____

Permanent Address: _____

If hired, can you furnish proof that you are 18 years of age, or older? Yes No

If hired, can you furnish proof that you are eligible to work in the United States? Yes No

Have you ever been convicted of a crime? (Minor traffic violations may be omitted) Yes No

If yes, provide the date, location, and circumstances and identify the offense(s) and jurisdiction(s): _____

JOB INTEREST:

Employment you are seeking: Full time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/>	When can you begin work?	Salary required? \$ _____ per
Are you able to occasionally work at alternate locations as may be required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you ever been employed by Jonaco Machine LLC? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, dates employed: From: _____ to _____ Position: _____	
Referred to Jonaco Machine LLC: (check one) Newspaper <input type="checkbox"/> Employment Agency <input type="checkbox"/> Employee <input type="checkbox"/> Other <input type="checkbox"/>	Are you available for overtime work in the evening and/or on weekends as may be required? Yes <input type="checkbox"/> No <input type="checkbox"/>	

EDUCATION:

School Name & Location	No. of Years Completed	Graduate	Degree, diploma or certificate, and area of study
High school last attended:		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Vocational, technical school:		Yes <input type="checkbox"/> No <input type="checkbox"/>	
College or university:		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other:		Yes <input type="checkbox"/> No <input type="checkbox"/>	

CLERICAL APPLICANTS ONLY:

What are your present words per minute?
 Typing: _____ Shorthand: _____ Speedwriting: _____ Other: _____

List office equipment you can operate: _____

BONDED APPLICANTS ONLY:

If you are applying for a position that requires bonding, please answer the following: Have you ever been bonded? _____

DRIVER'S LICENSE:

Number: _____	State: _____	Expiration Date: _____
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EMPLOYMENT HISTORY: List most recent employer first. Include U.S. Military Service (show rank/rate at discharge, but not type of discharge).

Employer (company name):	Immediate supervisor's name:	Your job title:
Street address:	Employment dates (mo. & yr.) from: to:	Salary: Begin: End:
City, state, zip code:	Phone:	Reason for leaving:
Summarize your job duties:		

Employer (company name):	Immediate supervisor's name:	Your job title:
Street address:	Employment dates (mo. & yr.) from: to:	Salary: Begin: End:
City, state, zip code:	Phone:	Reason for leaving:
Summarize your job duties:		

Employer (company name):	Immediate supervisor's name:	Your job title:
Street address:	Employment dates (mo. & yr.) from: to:	Salary: Begin: End:
City, state, zip code:	Phone:	Reason for leaving:
Summarize your job duties:		

Have you ever been discharged by an employer: Yes No
If yes, please explain: _____

May we contact the employers listed above? Yes No
If no, please explain: _____

Jonaco Machine LLC has policies on sexual harassment and equal opportunity, policies which require employees to perform all assigned work and necessary overtime, policies requiring wage or salary deduction authorizations by employees for company property, debts or moneys not returned or repaid, an at-will employment policy, solicitation and distribution policies, and policies requiring employees to observe all standards of conduct, and policies of Jonaco Machine LLC.

ACKNOWLEDGEMENT: PLEASE READ AND SIGN (if you agree)

By my signature below, I promise that the information provided in this employment application (and in any related documentation or interview) is true and complete, and I understand that any false or misleading information or significant omissions may disqualify me from further consideration for employment, and may lead to my dismissal from employment, if discovered at a later date.

I authorize any person, school, current or prior employer named in this form (or related documents or interview) to provide * co with any information and opinion requested by Jonaco Machine LLC in connection with my application, and I release such persons, employers, and schools from any liability in making such statements.

I understand that this application does not create a contract of employment. I understand that, if hired, I am obliged to comply with any and all current and subsequently adopted Jonaco Machine LLC policies. I understand and agree that, if hired, my employment is at-will and is for no definite period of time, and may, regardless of the date of payment of wages or salary, be terminated at any time for any reason.

Applicant's Signature: _____ **Date:** _____