



# Application for Employment

J&L Contracting LLC is an equal employment opportunity employer. The company adheres to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability. J&L Contracting assures you that your opportunity for employment with this company depends solely on your qualifications.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Number Street City State Zip Code

How long at present address? \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Cellphone: (\_\_\_\_\_) \_\_\_\_\_

Position applying For: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Employment desired:  Full-Time Only  Part-Time Only  Full or Part-Time

How many hours can you work weekly? \_\_\_\_\_ Can you work long hours, if necessary? \_\_\_\_\_

Are you willing to travel? \_\_\_\_\_ Date available to begin work? \_\_\_\_\_

Are you authorized to work in the United States  Yes  No

Have you ever been convicted of a crime?  Yes  No

If yes, please provide an explanation: \_\_\_\_\_

I understand that if this position requires a valid driver's license, I will have to provide proof of a valid driver's license when offered employment. Yes  No

| Type of School       | Name of School | Location                   | Number of Years Completed | Major & Degree |
|----------------------|----------------|----------------------------|---------------------------|----------------|
|                      |                | (Complete mailing address) |                           |                |
| High School          |                |                            |                           |                |
|                      |                |                            |                           |                |
| College              |                |                            |                           |                |
|                      |                |                            |                           |                |
| Bus. or Trade School |                |                            |                           |                |
|                      |                |                            |                           |                |
| Professional School  |                |                            |                           |                |
|                      |                |                            |                           |                |



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Please list two professional references. Previous or current supervisors, rather than co-workers, are preferred.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Position/Relationship: \_\_\_\_\_

Position/Relationship: \_\_\_\_\_

Company: \_\_\_\_\_

Company: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please list two personal references other than relatives or previous employers.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Position/Relationship: \_\_\_\_\_

Position/Relationship: \_\_\_\_\_

Company: \_\_\_\_\_

Company: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Work Experience

Please list your work experience for the past five years or more beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of Employer: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

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

Number

Street

City

State

Zip Code

Name of last supervisor: \_\_\_\_\_ Your job title: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

May we contact this employer?      Yes      No

Reason for leaving (be specific): \_\_\_\_\_

\_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

\_\_\_\_\_



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Name of Employer: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street City State Zip Code

Name of last supervisor: \_\_\_\_\_ Your job title: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

May we contact this employer? Yes No

Reason for leaving (be specific): \_\_\_\_\_

\_\_\_\_\_  
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of Employer: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street City State Zip Code

Name of last supervisor: \_\_\_\_\_ Your job title: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

May we contact this employer? Yes No

Reason for leaving (be specific): \_\_\_\_\_

\_\_\_\_\_  
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.



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Attached resume

Yes  No

### Employment Application Consent Release

I hereby certify that the Application for Employment was completed by myself and that the facts set forth therein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that if employed, falsified statements, misrepresentation or omission of facts called for may result in dismissal.

I hereby give J&L Contracting LLC permission to contact, via e-mail or phone, schools, previous and current employers (unless otherwise indicated), and references listed on Application of Employment. In addition, I release and hold harmless any person, firm or entity that discloses matters in accordance with this authorization, as well as from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information.

I hereby authorize J&L Contracting LLC to perform a driving record and background check in accordance with J&L Contracting LLC policies.

I understand that J&L Contracting LLC has a no-tolerance drug policy and reserves the right to pre-employment testing and that successful passing of such testing is a condition of my employment.

I further understand that my employment with J&L Contracting LLC shall be probationary for a period of ninety (90) days, and after successfully completing my probationary period, my employment relation with J&L Contracting LLC is terminable "at will" for any reason by either party.

**Applicant's name (please print):** \_\_\_\_\_

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

Thank you for completing this Application for Employment and your interest in J&L Contracting LLC.