



(Jones Center for Families / Jones Trust)

EMPLOYMENT APPLICATION

THE JONES CENTER PROVIDES EQUAL OPPORTUNITY TO ALL APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, RELIGION, COLOR, GENDER, AGE, NATIONAL ORIGIN, DISABILITY OR ANY OTHER STATUS PROTECTED UNDER LOCAL, STATE OR FEDERAL LAWS.

ALL APPLICANTS WILL HAVE TO PASS A DRUG SCREEN AND BACKGROUND CHECK BEFORE A JOB OFFER IS MADE. THESE WILL BE PAID FOR BY THE JONES CENTER, ALL RESULTS ARE RELEASED TO THE JONES CENTER.

Name _____ Phone Number _____ Please Initial & Date
Last First Middle

Address _____ Alternate Phone No. _____
No. Street Apt.

City State Zip

List below a person we may contact who would know where to find you:

Name _____ Phone No. _____

Position(s) you are applying for _____ Hourly pay expected _____

Have you worked for us before? _____ When? _____ What Job? _____

List Friends or relatives working for us _____

When are you available to work? Full Time Part Time Temporary Summer

(Check all that apply) Morning Afternoon Evening

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Can you work in the U.S. legally? Yes No If hired when can you start work? _____

Is your age? 16 years or older 18 years or older - Do you use tobacco? Yes No

Have you ever been convicted of a Felony? Yes No

EDUCATION

School	Name & Location of School	Course of Study	Circle Last Year Completed	Did you Graduate?	List Diploma of Degree
Grade School			6 7 8 9 10 11 12	<input type="checkbox"/> Yes	
				<input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes	
				<input type="checkbox"/> No	
Trade Correspondence Online Other			1 2 3 4	<input type="checkbox"/> Yes	
				<input type="checkbox"/> No	

EMPLOYMENT RECORD

List below all present and past employment, beginning with your most recent.

Employer's Name, Location & Your job	From Mo/Yr	To Mo/Yr	Supervisor's Name/Title/Phone	Rate of pay	Reason for leaving
					May we contact? Yes No
					May we contact? Yes No
					May we contact? Yes No
					May we contact? Yes No

List languages you speak

List any special skills or experience

List hobbies and interests (omit names of organizations)

PERSONAL REFERENCES (Not former Employers or Relatives)

Name	Occupation	Phone Number	How long

I fully understand that any agreement of employment entered into between The Jones Center and myself is based upon the truthfulness of the statements herein contained. The Jones Center has my authorization to investigate any or all statements contained in this application with no liability to any party as a result of such investigation including a criminal/background check. Further, I understand a consumer credit report may be completed for all employees working in specified jobs for which this type of information would be relevant and pertinent. All background checks follow the law issued by the Fair Credit Reporting Act. I authorize all former employers, persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I understand that any false statement made in connection with this application will result in revocation of this application and/or dismissal from employment. I also understand and agree that if employed, the employment will be "at will." That is, either I or the Jones Center may end the employment relationship at any time for any reason or for no reason. I further understand that no representative of the company has authority to enter into any agreement with me for employment for any specific period of time or make any agreement with me contrary to the foregoing. I also agree that if I am employed by the Jones Center, that as a condition of my employment, I agree to periodic searches of my locker or lunch box in those specific cases where the safety, health, and welfare of the employees and/or The Jones Center may be affected.

Date _____ Signed _____