

# Application



Thank you for your interest in working with Just Projects International, Inc. Please complete this application and provide any documentation requested. Please print legibly or type. If you need additional space, use additional sheets, noting the section and question being continued.

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## POSITION INFORMATION

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POSITION(S) YOU ARE APPLYING FOR: \_\_\_\_\_

TYPE OF POSITION:

TEMPORARY From: \_\_\_\_\_ to \_\_\_\_\_  
Start Date End Date

PART-TIME \_\_\_\_\_  
List Days of the Week and Times Each Day You are Available

FULL-TIME **Note:** Our standard full-time workweek is 40 hours, typically worked as 5 eight-hour days, Monday through Friday. However, operational necessity or prevailing employment laws may require a different work schedule. Specific schedules will be established by position. Overtime is defined as hours worked in addition to the standard work schedule. Compensation (if applicable) for overtime worked will be done in accordance with local law.

## AVAILABILITY TO WORK

(check all that apply)  Monday–Friday  Saturday  Sunday  Business Hours  Evenings  Overtime

COMPENSATION REQUIRED: \_\_\_\_\_ per (check one)  Hour  Week  Month  Year

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## APPLICANT INFORMATION

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NAME: \_\_\_\_\_  
First Middle Last

DATE OF BIRTH: \_\_\_\_\_ TAX/GOVT ID # (if applicable) \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ E-MAIL \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

If you have lived at this address less than 5 years, please provide previous address(es) and dates you lived there:

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Have you ever worked with JPI before?  No  Yes From: \_\_\_\_\_ to \_\_\_\_\_

Do any relatives, friends, or acquaintances currently work for JPI?  No  Yes

Please provide Name(s) & Relationship(s): \_\_\_\_\_

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## APPLICANT INFORMATION (cont.)

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DO YOU HAVE A CRIMINAL RECORD?  NO  YES Please describe in detail. Include specific details of the charges when and where you were charged, disposition of the case, circumstances surrounding the incident, etc. Attach additional sheets as needed. **Note:** No applicant will be denied employment or the opportunity to volunteer/intern solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, the surrounding circumstances, and the relevance of the offense to the position(s) applied for may, however, be considered.

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HAVE YOU EVER BEEN DISMISSED FROM OR ASKED TO RESIGN A POSITION DUE TO MISCONDUCT?

NO  YES Please describe in detail. Include the name of the employer, date of the incident(s), circumstances surrounding the incident(s), etc.

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HAVE YOU EVER BEEN REPRIMANDED OR SUSPENDED BY AN EMPLOYER?  NO  YES

Please Describe: \_\_\_\_\_

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## EMPLOYMENT/VOLUNTEER HISTORY

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Please provide complete information about your previous employment and/or volunteer history below, beginning with your current or most recent position. Include any periods of self-employment, part-time, or temporary positions. Include notations for all periods of unemployment. Attach a résumé or additional sheets as needed.

COMPANY NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

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## EMPLOYMENT/VOLUNTEER HISTORY (cont.)

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DATES WORKED: From \_\_\_\_\_ to \_\_\_\_\_ POSITION HELD: \_\_\_\_\_

STARTING PAY: \_\_\_\_\_ Per (Check only 1)  Hour  Week  Month  Year

ENDING PAY: \_\_\_\_\_ Per (Check only 1)  Hour  Week  Month  Year

DUTIES & RESPONSIBILITES: \_\_\_\_\_

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SUPERVISOR NAME & TITLE: \_\_\_\_\_

SUPERVISOR'S PHONE #: \_\_\_\_\_ SUPERVISOR'S E-MAIL: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

If currently in this position, may we contact them for a reference?  Yes  No

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COMPANY NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

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DATES WORKED: From \_\_\_\_\_ to \_\_\_\_\_ POSITION HELD: \_\_\_\_\_

STARTING PAY: \_\_\_\_\_ Per (Check only 1)  Hour  Week  Month  Year

ENDING PAY: \_\_\_\_\_ Per (Check only 1)  Hour  Week  Month  Year

DUTIES & RESPONSIBILITES: \_\_\_\_\_

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SUPERVISOR NAME & TITLE: \_\_\_\_\_

SUPERVISOR'S PHONE #: \_\_\_\_\_ SUPERVISOR'S E-MAIL: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

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**EMPLOYMENT/VOLUNTEER HISTORY (cont.)**

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COMPANY NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

DATES WORKED: From \_\_\_\_\_ to \_\_\_\_\_ POSITION HELD: \_\_\_\_\_

STARTING PAY: \_\_\_\_\_ Per (Check only 1)  Hour  Week  Month  Year

ENDING PAY: \_\_\_\_\_ Per (Check only 1)  Hour  Week  Month  Year

DUTIES & RESPONSIBILITES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUPERVISOR NAME & TITLE: \_\_\_\_\_

SUPERVISOR'S PHONE #: \_\_\_\_\_ SUPERVISOR'S E-MAIL: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

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COMPANY NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

DATES WORKED: From \_\_\_\_\_ to \_\_\_\_\_ POSITION HELD: \_\_\_\_\_

STARTING PAY: \_\_\_\_\_ Per (Check only 1)  Hour  Week  Month  Year

ENDING PAY: \_\_\_\_\_ Per (Check only 1)  Hour  Week  Month  Year

DUTIES & RESPONSIBILITES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## EMPLOYMENT/VOLUNTEER HISTORY (cont.)

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SUPERVISOR NAME & TITLE: \_\_\_\_\_

SUPERVISOR'S PHONE #: \_\_\_\_\_ SUPERVISOR'S E-MAIL: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

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## EDUCATION AND TRAINING

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Please provide the information about the highest level of education you have completed below. If you are currently in school or have taken additional courses, please provide that information under the "Additional Education and Training" section. Please provide us with a copy your diploma, transcript, or other official verification that you have satisfactorily completed this course of study.

NAME OF SCHOOL: \_\_\_\_\_

ADDRESS OF SCHOOL: \_\_\_\_\_

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FIELD OF STUDY: \_\_\_\_\_ DATES ATTENDED: From: \_\_\_\_\_ to \_\_\_\_\_

TYPE OF DEGREE CONFERRED: \_\_\_\_\_

List any Additional Education or Training you have had below. This could include courses you are currently taking, apprenticeships, internships, vocational training, training received while in the military or at another employer, etc. Please be as detailed as possible. Refer to an attached résumé or use additional sheets as needed.

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Please tell us about any special knowledge, skills, and abilities you have:

**MS Word**       Basic  Skilled  Advanced

**MS Excel**       Basic  Skilled  Advanced

**PowerPoint**       Basic  Skilled  Advanced

**MS Access**       Basic  Skilled  Advanced

**Pages**       Basic  Skilled  Advanced

**Photoshop**       Basic  Skilled  Advanced

**QuickBooks**       Basic  Skilled  Advanced

**WordPress**       Basic  Skilled  Advanced

**Visual Basic**       Basic  Skilled  Advanced

**HTML**       Basic  Skilled  Advanced

**Other:** \_\_\_\_\_  Basic  Skilled  Advanced

**Other:** \_\_\_\_\_  Basic  Skilled  Advanced

### Languages:

Spoken: \_\_\_\_\_ (choose one)  Basic Words  Conversational  Fluent

Reading: \_\_\_\_\_ (choose one)  Basic Words  General (Newspaper)  
 Complex/Technical/Legal

Writing: \_\_\_\_\_ (choose one)  Basic Words  General (Letter)  
 Complex/Technical/Legal

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## REFERENCES

PERSONAL				
NAME	E-MAIL ADDRESS	PHONE #	RELATIONSHIP	TIME KNOWN
BUSINESS				

**FOR APPLICATION REVIEWER'S USE:**

Have you verified the applicant's legal right to work?  NO Why Not? \_\_\_\_\_

YES Please list the document(s) used for verification. Record the pertinent information (document #, expiration date, issuing agency, etc.) below or attach a photocopy:

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Have you verified the applicant's age?  NO Why Not? \_\_\_\_\_

YES Please list the document used for verification. Record the pertinent information (document #, expiration date, issuing agency, etc.) below or attach a photocopy:

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**Note:** We make it a practice to only employ people who are adults, as defined by prevailing law, or children who are legally allowed to work under provisions of the prevailing law (such as early completion of education, status as an emancipated minor, etc.) We do not use any kind of maximum age standard. Decisions about hiring are based upon the applicant's ability to perform the duties and responsibilities of the position. Proper documentation is required to be kept on file.

Have you provided the applicant with copies of the JPI Mission, Vision, and Values Statements?  NO  YES

Have you provided the applicant with a copy of the JPI Code of Conduct for his/her review?  NO  YES

REVIEWER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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## ACKNOWLEDGEMENTS, AUTHORIZATIONS, AND RELEASES

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I, the undersigned, do hereby certify that all of the information provided in the above application is true and accurate. I also certify that I have not purposefully withheld any information that might have a bearing upon my employment or volunteer service with Just Projects International or any of its projects, subsidiaries, or partners (collectively, JPI). I understand that providing false information or failing to provide any requested information or documentation, whether in this document or in any other part of the selection process, may be cause for this application to be rejected or any offer of employment or internship rescinded. I further understand that if any of this information is found to be misleading, false, or incomplete after I have been hired by JPI, such a discovery may result in immediate termination of my employment or internship.

I authorize JPI, or its duly authorized representative, to verify my record of employment, education, and any other information provided and agree to cooperate with such an investigation into my background. I consent to criminal, financial, and motor vehicle background checks from all appropriate agencies.

I hereby release JPI, and all persons supplying information about me to JPI, from all liability, claims for damages, or any responsibility whatsoever with respect to the information supplied. I further authorized any previous employers, educational officials, and references to speak freely with representatives from JPI and provide whatever information is requested.

I acknowledge that I  have  have not received a copy of the JPI Mission, Vision, and Values Statements.

I acknowledge that I  have  have not received a copy of the JPI Code of Conduct for my review. I understand that if I accept a position with JPI, whether paid or voluntary, I will be expected to comply with this Code of Conduct and any policies or procedures that are currently in place or may be put in place during my tenure with JPI.

I certify that I have read and understand all of the above. I understand that this document is only an application to be considered for employment or volunteer service with JPI and does not in any way constitute a contract or any other type of binding agreement with JPI.

Signed:

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