

Application for Employment



Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name _____ Applicant ID # _____
last first middle

Address _____
street city state zip code

Telephone # _____ Cellular/Other Phone # _____ Email Address _____

Position(s) applied for _____ Date of application _____

Referral Source (Please check the appropriate category and list the sources.)

- Walk-in _____
- Employee _____
- Advertisement _____
- Company's Website _____
- Other Internet _____
- School _____
- Job Fair _____
- Staffing Agency _____
- Government Employment Program _____
- Other _____

<p>If necessary, best time to call you is _____ Phone # _____ <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work</p> <p>Have you ever submitted an application here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes please give date _____</p> <p>Have you ever been employed here? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes give dates From _____ To _____</p> <p>Are you legally eligible for employment in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date available for work _____</p> <p>What is your desired salary range or hourly rate of pay? _____</p> <p>Type of employment desired: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Owner/Operator</p> <p>Driver's License number required if driving may be required in the job for which you are applying: _____ State _____</p> <p>Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain _____ _____</p>	<p>Will you work overtime if required? <input type="checkbox"/> Yes <input type="checkbox"/> No If No please explain _____ _____ _____</p> <p>Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)? <small>This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law</small> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more info about the job's "essential functions" to respond</p> <p><small>Answering "Yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account. Note: You are not obligated to disclose convictions that have been discharged under Georgia's First Offender law.</small></p> <p>Have you ever pleaded "guilty" or "no contest" to or been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide date(s) and details: _____ _____ _____</p> <p>Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
---	--

Application for Employment



Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone #	Dates Employed From	To
Street address	City	State	Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ Per Commission/Bonus/Other \$
Starting job title / final job title	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ Per Commission/Bonus/Other \$	
Immediate supervisor and title (for most recent position held)			
Why did you leave?	Email:		
Summarize the type of work performed and job responsibilities.			
What did you like most about your position?			
What were the things you did not like about the position?			

Employer	Telephone #	Dates Employed From	To
Street address	City	State	Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ Per Commission/Bonus/Other \$
Starting job title / final job title	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ Per Commission/Bonus/Other \$	
Immediate supervisor and title (for most recent position held)			
Why did you leave?	Email:		
Summarize the type of work performed and job responsibilities.			
What did you like most about your position?			
What were the things you did not like about the position?			

Employer	Telephone #	Dates Employed From	To
Street address	City	State	Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ Per Commission/Bonus/Other \$
Starting job title / final job title	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ Per Commission/Bonus/Other \$	
Immediate supervisor and title (for most recent position held)			
Why did you leave?	Email:		
Summarize the type of work performed and job responsibilities.			
What did you like most about your position?			
What were the things you did not like about the position?			

Application for Employment



Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

If not addressed on previous page, have you ever been fired or asked to resign from a job? Yes No
 If **yes**, please explain: _____

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying: _____

Educational Background

Starting with you most recent school attended, provide the following information.

School (include City and State)	Years Completed	Completed	GPA / Class Rank	Major / Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		

Social Security Number

SS # _____

We will use this information only for employment purposes and make reasonable efforts to safeguard your privacy.

Application for Employment



References

List names and telephone numbers of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to You	Telephone	Email	# of Years Known

Related Information

Exclude information that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status

To what job-related organizations (professional, trade, etc) do you belong?

Organization	Offices Held

List special accomplishments, publications, awards, etc. _____

In your current or a prior job, have you ever written instructions or directions to be followed by employees or customers? Yes No Not Applicable

If yes, please explain _____

Is there any other job-related information you want us to know about you? _____

Application for Employment



Applicant Statement

I certify that all information I have provided in order to apply for and secure work with J&P Hall Express is true, complete and correct.

I expressly authorize, without reservation, J&P Hall Express, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, résumé or job interview. I hereby waive any and all rights and claims I may have regarding J&P Hall Express, its representatives, employees or agents, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that J&P Hall Express does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment of any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of J&P Hall Express is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the J&P Hall Express's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States of America and that federal immigration laws require me to complete an I-9 Form in this regard.

J&P Hall Express does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under applicable federal, state and local law. J&P Hall Express likewise does not tolerate harassment based on sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of their membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee such as a vendor or customer. J&P Hall Express takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from J&P Hall Express's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____