

Jefferson Day Report Center, Inc.

121 W. Third Ave., Ranson, West Virginia, 25438
(304) 728-3527

EMAIL APPLICATION TOO: kfranklin@jeffersondrc.com

Employment / Job Application

Personal Information

FULL NAME: _____ DATE: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
E-MAIL: _____ PHONE: _____
SOCIAL SECURITY NUMBER (SSN): _ - _
DATE AVAILABLE: _____
DESIRED PAY: \$ _____ HOUR SALARY
POSITION APPLIED FOR: _____
EMPLOYMENT DESIRED: FULL-TIME PART-TIME SEASONAL

EMPLOYMENT ELIGIBILITY

ARE YOU A U.S. CITIZEN? YES NO*

*IF NO, ARE YOU ALLOWED TO WORK IN THE U.S.? YES NO

HAVE YIU EVER WROKED FOR THIS EMPLOYER? YES* NO

*IF YES, WRITE THE START AND END DATES: _____

HAVE YOU EVER BEEN CONVICTED OF A FELEONY? YES* NO

*IF YES, PLEASE EXPLAIN: _____

FROM: _____ TO: _____

GRADUATE? YES NO

DIPOLMA: _____

COLLEGE: _____

CITY/STATE: _____

FROM: _____ TO: _____

GRADUATE: YES NO

DEGREE: _____

OTHER: _____

CITY/STATE: _____

FROM: _____ TO: _____

DEGREE: _____

OTHER: _____

CITY/STATE: _____

FROM: _____ TO: _____

DEGREE: _____

EMPLOYMENT HISTORY

EMPLOYER #1: _____

E-MAIL: _____

PHONE: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP CODE: _____

STARTING PAY: \$ _____ HOUR SALARY

ENDING PAY: \$ _____ HOUR SALARY

JOB TITLE: _____

RESPONSIBILITIES: _____

STARTING DATE: _____

ENDING DATE: _____

REASON FOR LEAVING: _____

EMPLOYER #2:

E-MAIL: _____

PHONE: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP CODE: _____

STARTING PAY: \$ _____ HOUR SALARY

ENDING PAY: \$ _____ HOUR SALARY

JOB TITLE: _____

RESPONSIBILITIES: _____

STARTING DATE: _____

ENDING DATE: _____

REASON FOR LEAVING: _____

EMPLOYER #3:

E-MAIL: _____

PHONE: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP CODE: _____

STARTING PAY: \$ _____ HOUR SALARY

ENDING PAY: \$ _____ HOUR SALARY

JOB TITLE: _____

RESPONSIBILITIES: _____

STARTING DATE: _____

ENDING DATE: _____

REASON FOR LEAVING: _____

REFERENCES

REFERENCE #1:

RELATIONSHIP: _____

COMPANY: _____

TITLE: _____

E-MAIL: _____

PHONE: _____

REFERENCE #2: _____

RELATIONSHIP: _____

COMPANY: _____

TITLE: _____

E-MAIL: _____

PHONE: _____

REFERENCE #3: _____

RELATIONSHIP: _____

COMPANY: _____

TITLE: _____

E-MAIL: _____

PHONE: _____

MILITARY SERVICE

ARE YOU A VETERAN? YES NO

BRANCH: _____

RANK AT DISCHARGE: _____

STARTING DATE: _____

ENDING DATE: _____

TYPE OF DISCHARGE: _____

IF NOT HONORABLE, PLEASE EXPLAIN: _____

BACKGROUND CHECK CONSENT

IF ASKED, ARE YOU WILLING TO CONSENT TO A BACKGROUND

CHECK? YES NO

DISCLAIMER

Applicant understands that this is an Equal Opportunity Employer and committed to excellence through diversity. In order to ensure this application is acceptable, please print or type with the application being fully completed in order for it to be considered.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

SIGNATURE _____

DATE _____

PRINT NAME _____