

Routed to: _____ Orig: _____

JAY-RANDOLPH DEVELOPMENTAL SERVICES, INC.
APPLICATION FOR EMPLOYMENT
Equal Opportunity Employer

THIS APPLICATION WILL NOT BE CONSIDERED UNLESS FULLY COMPLETED

Date: _____

Last Name	First Name	Middle Name	
<hr/>			
Street Address	City	State	Zip
<hr/>			
Daytime phone# _____	Evening phone# _____	cell phone # _____	
E-mail address: _____			

Please list any former last names or other names used

STATEMENT & AUTHORITY TO RELEASE INFORMATION
(PLEASE READ THIS STATEMENT CAREFULLY BEFORE YOU COMPLETE THIS APPLICATION)

I understand that if I am employed, any misrepresentation or omission of any facts on this application is sufficient cause for dismissal. My continued employment will depend upon the successful performance of work assigned to me and the further need of my continued employment by Jay-Randolph Developmental Services, Inc. (JRDS). JRDS, in considering my application for employment, may verify the information set forth in this application and obtain additional information relating to my background. I authorize all persons, schools, companies, corporations, and law enforcement agencies to supply any information concerning my background. Provided state law permits, I further agree to submit to alcohol and/or drug screening tests, if requested of me, at any time prior to or during my employment.

_____ Initials

Have you ever been employed by JRDS? _____ Yes _____ No Termination date: _____

If yes, state previous hire date, position held, and name while employed if different from present name:

Why did you previously leave employment with JRDS? _____

State the position/general work area you are applying for: _____

State the date you are first available to start work: _____

Are you interested in _____ part-time _____ full-time (40 hrs/wk) _____ Substitute

Will you work overtime if asked? _____ Yes _____ No

Are you available to work at least 40 hours each workweek? _____ Yes _____ No: if no, indicate what hours you are available to work on the following days.

Monday _____ Thursday _____ Saturday _____

Tuesday _____ Friday _____ Sunday _____

Wednesday _____

How did you hear about this position? _____

What kind of salary do you expect? _____

Do you have commitments to another employer that might affect your employment with JRDS? ___ Yes ___ No

If yes, please explain: _____

Are you related to any current JRDS staff, client, or board member? ___ Yes ___ No If yes:

Who: _____ How related: _____ Position held: _____

Who: _____ How related: _____ Position held: _____

If currently employed, may we contact your employer for a reference at this time? ___ Yes ___ No

If we may not contact your employer as a reference at this time, why not? _____

Are you legally eligible for employment within the United States? ___ Yes ___ No

Are you 18 years of age or older? ___ Yes ___ No

EMPLOYMENT HISTORY

Give employment as completely as possible, starting with your present or last employer.* If you have never been employed, list references in place of "Employer Name", and give their addresses and phone numbers.

Company name, address & phone	Dates	Pay rate	Job held; supervisor's name	Reason for leaving
	From To	Starting Final		
	From To	Starting Final		
	From To	Starting Final		
	From To	Starting Final		

*A resume may be submitted in addition to the completed application

Please account for any time you were not employed after leaving school in the past ten (10) years. (You need not list any unemployment periods of one month or less.)

Time Period(s)

Reason(s) for Unemployment

IF YOU WERE UNABLE TO LIST ALL PAST JOBS OR PERIODS OF UNEMPLOYMENT ON THIS FORM, PLEASE ATTACH ADDITIONAL INFORMATION ON A BLANK SHEET OF PAPER.

EDUCATIONAL DATA

Names and locations of schools attended	Highest grade completed	Degree/diploma/certificate	Major course of study	Computer Training
High School	Circle: 1 2 3 4 5 6 7 8 9 10 11 12	Diploma Yes No GED Yes No	DO NOT ANSWER	Yes No
College or University		Yes No		
Graduate School		Yes No		
Professional Seminars				

Describe any background experience, military service, education or training, which you consider applicable to the position for which you are applying:

WORK REFERENCES

DO NOT GIVE RELATIVES AS REFERENCE

Give names and addresses of three (3) people you have worked with and to whom we may contact for a reference if necessary. **DO NOT GIVE RELATIVES**

Name:	Phone number:	Street:
Occupation:		City: State:
Name:	Phone number:	Street:
Occupation:		City: State:
Name:	Phone number:	Street:
Occupation:		City: State:

Are you willing to submit to a physical examination if required? _____ Yes _____ No

Have you ever been convicted of a crime in the past ten (10) years, excluding misdemeanors and summary offenses, which have not been annulled, expunged, or sealed by a court? _____ Yes _____ No

NOTE: A “yes” answer does not automatically disqualify you from employment since the nature or the offense, date, and type of job for which you are applying will be considered.

If yes, please explain: _____

IMPORTANT

Please Read Carefully and Initial Each Paragraph Before Signing

By my signature and initials placed below, I certify that the information contained in this application is correct to the best of my knowledge, and understand that falsification or omissions in this application in any detail is grounds for disqualification from further consideration or for dismissal from employment at the time JRDS discovers the omission or falsification. I agree to immediately notify JRDS if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my job application is pending, or during my period of employment, if hired.

_____ Initials

I authorize the investigation of all statements contained in this application (and accompanying resume, if any). I also authorize JRDS to contact my present employer (unless otherwise noted in this application form), past employers, and listed references. I understand that JRDS may request an investigative consumer report from a consumer reporting agency that includes information as to my character, general reputation, personal characteristics, and mode of living. I understand that the investigative consumer report may involve personal interviews with my neighbors, friends, relatives, former employers, schools, and others. I also understand that under the Federal Fair Credit Reporting Act that I have the right to make a written request to JRDS, within a reasonable time, for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

_____ Initials

I authorize any person, school, current employer (except as previously noted), past employers, and organizations named in this application form (and accompanying resume, if any) to provide JRDS with relevant information and opinion that may be useful to JRDS in making a hiring decision, and I release such persons and organizations from any legal liability in making such statement.

_____ Initials

I give permission for a complete post-offer, pre-employment physical examination, including drug screening tests and x-rays, and I consent to the release to JRDS of any and all medical information, as may be deemed necessary by JRDS in judging my capability to do the work for which I am applying. Provided state law permits, I further agree to submit to alcohol and/or drug screening tests, if requested of me at any time prior to or during my employment.

_____ Initials

I understand that if my employment is terminated by JRDS for dishonesty, breach of trust, or any criminal acts the authorities may be notified and I may be criminally prosecuted. I also understand that, if hired, I may not hold other employment, nor engage in sales, investments, or other activities that create a conflict of interest with my position with JRDS.

_____ Initials

I agree to conform to the rules and regulations of JRDS, and understand that if hired I will be a “terminable-at-will” employee, and that my employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of either JRDS or myself. I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, AND MAY BE TERMINATED AT ANY TIME. I understand that NO PERSON, OR REPRESENTATIVE OF JRDS OTHER THAN THE EXECUTIVE DIRECTOR OF JRDS IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THIS EMPLOYMENT APPLICATION FORM.

_____ Initials

I understand that my application is good only for 60 days from today’s date. If I still desire a position with JRDS after this application expires, it will be my duty to fill out a new application and file it with JRDS. Otherwise, JRDS will not consider me for employment after this application expires.

_____ Initials

Signature as shown on Social Security Card _____

Date _____