

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	
Street Address	City	State	Zip
Daytime phone# _____	Evening phone# _____	cell phone # _____	
E-mail address: _____			

**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

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### 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	Job held; supervisor's name	Reason for leaving
	From To		
	From To		
	From To		
	From To		

\*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

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**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	<b>Diploma</b> Yes      No  <b>GED</b> 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:

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## 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:

# 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

\_\_\_\_\_  
Date