



# Employment Placement Application

JK Evans and Associates, LLC is an equal employment opportunity direct-hire employment placement firm and complies with all applicable laws and regulations that prohibit employment discrimination because of race, color, religion, sex, national origin, ancestry, military or veteran status, age, disability, and genetic information. This application is the initial step in the selection process. You must complete this application in full to be considered for placement.

## Information About You

Name \_\_\_\_\_  
Last First Middle

Current Address \_\_\_\_\_  
Number Street City State Zip Code

Home Telephone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Position(s) Desired: \_\_\_\_\_

Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_ [We require the passing of a criminal background check as a condition of employment. A conviction record may not exclude you from consideration]

If you have been convicted of a crime within the past seven years, please indicate the date of your conviction(s) the type of conviction(s) and the charge(s). \_\_\_\_\_

Do you have secondary employment that will continue if hired? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list the secondary employment: \_\_\_\_\_

Are you 18 years of age or older? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you willing to submit to drug screen testing? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you eligible to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_ [If hired, you will be required to provide proper identification & verification of employment eligibility]

Are you applying for: Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Expected salary or hourly wage \_\_\_\_\_

How did you hear about the position for which you are applying \_\_\_\_\_  
(Monster, Craigslist, Ohio Means Jobs, Other) (please specify)

## Your Employment History

### Present or Most Recent Employer:

\_\_\_\_\_  
Name of Employer Telephone Number

\_\_\_\_\_  
Supervisor's Name/ Title Your Job Title

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_ Are you still employed with this organization? Yes \_\_\_\_\_ No \_\_\_\_\_  
Dates Employed

Your salary or pay rate \_\_\_\_\_ annual \_\_\_\_\_ hourly \_\_\_\_\_ [check one] Other income \_\_\_\_\_  
(Bonuses, etc.)

May we contact this employer for a job reference? Yes \_\_\_\_\_ No \_\_\_\_\_

Reason(s) for leaving \_\_\_\_\_

\_\_\_\_\_

**Previous Employer:**

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Name of Employer Telephone Number

\_\_\_\_\_  
 Supervisor's Name/ Title Your Job Title

\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Are you still employed with this organization? Yes \_\_\_ No \_\_\_  
 Dates Employed

Your salary or pay rate \_\_\_\_\_ annual \_\_\_ hourly \_\_\_ [check one] Other income \_\_\_\_\_  
 (Bonuses, etc.)

May we contact this employer for a job reference? Yes \_\_\_ No \_\_\_

Reason(s) for leaving \_\_\_\_\_  
 \_\_\_\_\_

List all other employers for whom you have been employed in the past fifteen years and dates of employment.

| <u>Name of Employer</u> | <u>Dates Employed</u>            |
|-------------------------|----------------------------------|
| _____                   | ____/____/____ to ____/____/____ |
| _____                   | ____/____/____ to ____/____/____ |
| _____                   | ____/____/____ to ____/____/____ |

**Your Education and Training**

Place an "X" under the last year of formal education you completed in the space provided below.

| Primary Education |   |    |    |    |
|-------------------|---|----|----|----|
| 8                 | 9 | 10 | 11 | 12 |
|                   |   |    |    |    |

| College |   |   |   |   |   |   |   |
|---------|---|---|---|---|---|---|---|
| 1       | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|         |   |   |   |   |   |   |   |

| Trade School |   |   |   |
|--------------|---|---|---|
| 1            | 2 | 3 | 4 |
|              |   |   |   |

High School Attended \_\_\_\_\_ College(s) \_\_\_\_\_

Other \_\_\_\_\_

**Understanding and Agreement**

***Please read the statements below, and upon your understanding and agreement, sign in the space provided.***

By signing below, I am verifying that all of the information I have provided is complete, truthful and accurate to the best of my knowledge. I further understand that any misrepresentation or omission of pertinent facts is cause for disqualifying me from further placement consideration.

I understand that employment placement may require the passing of a drug test, a criminal background check, and reference verifications. I hereby give JK Evans & Associates LLC permission to verify any and all information that I have provided on this application and release all parties involved from any and all liability for any damage that may result by providing such information.

\_\_\_\_\_ /\_\_\_\_/\_\_\_\_  
*Applicant's Signature* Date