



K.J. Johnston, Ltd.

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

Applicants will receive consideration without discrimination because of race, creed, color, sex, age national origin or disability.

Please read the following before filling out this application form.

K.J. Johnston, Ltd. is an equal opportunity employer and does not discriminate in hiring or employment on the basis of age, race, color, religion, sex, national origin, marital status, veteran status or handicap. No question on this application is intended to secure information to be used for such discrimination.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

This application is current for only 60 days. At the conclusion of which time, if you have not been offered employment and still wish to be considered for employment with K.J. Johnston, Ltd. it will be necessary for you to reapply when we are again accepting applications.

Please print and complete all questions. This application will not be considered if questions are left unanswered, or if it is not signed and dated. Attach additional paper if allotted space is not sufficient.

B A C K G R O U N D I N F O R M A T I O N	Name		Home Phone Number		
	Street Address		Alternate Phone Number		
	City, State, Zip		Business Phone Number		
			Social Security Number		
	Are you at least 18 years old?		Yes	No	
	If hired, can you provide proof that you are eligible to work in the United States?		Yes	No	
	Are you available for shift, weekend and holiday work, if asked? If NO, specify which time you could work:		Yes	No	
	Will you work overtime if asked?		Yes	No	
	Have you ever been convicted of a felony or misdemeanor? (If YES, explain date, location and offense: A YES will not automatically disqualify applicant from employment, all circumstances will be considered?)		Yes	No	
	Position applying for?		Salary Desired		
	Type of Employment				
	Part-time		Full-time		Temporary
	How did you learn about the job opening?		Walk-in	Advertisement	Employee
School		State Employment Comm		Other (Specify)	
Date you can start work?					

E D U C A T I O N	SCHOOL NAME	ADDRESS (CITY & STATE)	MAJOR COURSES	DEGREES OR CREDITS RECEIVED	
	High School				
	Trade or Business School				
	College				
	Other courses, seminars, training or study:				
	Do you plan to continue your formal education?		YES	NO	
	List any awards, scholarships, offices held or other activities that represent your qualifications.				

IMPORTANT:

Give a complete record of your employment history including part-time work, military service and internships. Start with your present or most recent position. Account for all periods of unemployment. Use back page for additional space.

C U R R E N T P O S I T I O N	Your Job Title		Date Employed--Give Month and Year From To
	Employer	Type of Business	Hourly or Annual Pay Start End
	Address		Supervisor's Phone Number
	Name and Title of Immediate Supervisor		May we contract your supervisor for reference? YES NO
	Description of Duties		
	Reason for seeking other employment?		

P R E V I O U S P O S I T I O N	Your Job Title		Date Employed--Give Month and Year From To
	Employer	Type of Business	Hourly or Annual Pay Start End
	Address		Supervisor's Phone Number
	Name and Title of Immediate Supervisor		May we contract your supervisor for reference? YES NO
	Description of Duties		
	Reason for seeking other employment?		

APPLICANT'S STATEMENT

I hereby certify that the information provided in this employment application (and accompany resumes, if any) is true, correct, and complete to the best of my knowledge. I understand that the discovery of any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment, (no matter when discovered). I agree to immediately notify the company 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.

I authorize investigation of all statements contained in this application (and accompany resume, if any), I also authorize the company to contact my present employer (unless otherwise noted in this application form), past employers, and listed references.

I authorize any person, school, current or previous employer, and organizations named in this application form (and accompanying resume, if any) to provide the company with relevant information and opinion that may be useful to the company in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

I agree to submit to, and understand that any offer of employment is contingent upon my satisfactory completion of a physical or drug screen, if required at any time during the course of my employment. I further agree that I may be fingerprinted, investigated, which may include a check of my criminal history record with the appropriate state and local law enforcement agencies, and be required to provide personal information, including information regarding my criminal and credit history, when necessary for security clearance.

If employed, I agree to abide by the policies and procedures of the company, to obey safety and work rules, and to conduct myself in a manner that conforms to the rules, regulations, and standards of conduct required of K.J. Johnston, Ltd. employees.

I understand that neither this document nor any offer of employment from the employer constitute an employment contract. I understand that if I am hired, either the company or I may terminate employment at will for any reason.

I understand that if my employment is terminated by the company for dishonest, 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 or engage in sales, investments or other activities that create a conflict of interest with my position with this company.

This application for employment shall be considered active for a period of time not to exceed 60 days.

Signature of Applicant

Date

Printed Name of Applicant