



APPLICATION FOR EMPLOYMENT

LAST NAME	FIRST	MIDDLE
STREET ADDRESS		CITY
		STATE
		ZIP CODE
HOME PHONE	CELL PHONE	EMAIL ADDRESS
POSITION APPLYING FOR		FULL-TIME <input type="checkbox"/>
		PART-TIME <input type="checkbox"/>
HAVE YOU PREVIOUSLY APPLIED FOR EMPLOYMENT WITH JAY INDUSTRIAL REPAIR? YES <input type="checkbox"/>		NO <input type="checkbox"/>
DATES		POSITION
		-
HOW DID YOU FIND OUT ABOUT PRECISION COIL and ROTOR?		
ARE YOU PRESENTLY EMPLOYED? YES <input type="checkbox"/>		
NO <input type="checkbox"/>		
IF HIRED, WHEN WILL YOU BE ABLE TO START WORK?		
OTHER NAME(S) UNDER WHICH RECORDS MAY BE LISTED?		

EDUCATIONAL AND PROFESSIONAL TRAINING

NAME OF SCHOOL	CITY & STATE	DEGREE(S)	MAJOR

CERTIFICATES / LICENSES

TYPE OF CERTIFICATE	STATE	LEVEL / AREA	DATE ISSUED

EMPLOYMENT HISTORY

BEGINNING WITH YOUR CURRENT OR MOST RECENT JOB, LIST ALL PAID OR UPAID WORK EXPERIENCE DURING THE LAST TEN YEARS (OR LONGER IF PERTINENT TO THE POSITIONS APPLIED FOR) INCLUDING MILITARY EXPERIENCE. EXPLAIN ANY GAPS IN YOUR WORK EXPERIENCE THAT EXCEED SIX MONTHS. IF MORE SPACE IS NEEDED, ADDITIONAL SHEETS MAY BE ATTACHED. IF YOU WORKED UNDER A DIFFERENT NAME, PLEASE INDICATE THAT NAME. ANSWER ALL QUESTIONS FOR EACH EMPLOYER LISTED.

EMPLOYER NAME	PHONE
STREET ADDRESS	
CITY	
STATE	
ZIP CODE	
POSITION or TITLE	SUPERVISOR
DATES of EMPLOYMENT	
-	
REASON FOR LEAVING	
MAY WE CONTACT THIS EMPLOYER FOR A WORK REFERENCE? YES <input type="checkbox"/>	
NO <input type="checkbox"/>	
IF NO, PLEASE EXPLAIN:	

EMPLOYMENT HISTORY, cont.

EMPLOYER NAME	PHONE
STREET ADDRESS	CITY STATE ZIP CODE
POSITION or TITLE	SUPERVISOR DATES of EMPLOYMENT
REASON FOR LEAVING	
MAY WE CONTACT THIS EMPLOYER FOR A WORK REFERENCE?	YES <input type="checkbox"/> NO <input type="checkbox"/>
IF NO, PLEASE EXPLAIN	

EMPLOYER NAME	PHONE
STREET ADDRESS	CITY STATE ZIP CODE
POSITION or TITLE	SUPERVISOR DATES of EMPLOYMENT
REASON FOR LEAVING	
MAY WE CONTACT THIS EMPLOYER FOR A WORK REFERENCE?	YES <input type="checkbox"/> NO <input type="checkbox"/>
IF NO, PLEASE EXPLAIN	

EMPLOYER NAME	PHONE
STREET ADDRESS	CITY STATE ZIP CODE
POSITION or TITLE	SUPERVISOR DATES of EMPLOYMENT
REASON FOR LEAVING	
MAY WE CONTACT THIS EMPLOYER FOR A WORK REFERENCE?	YES <input type="checkbox"/> NO <input type="checkbox"/>
IF NO, PLEASE EXPLAIN	

PROFESSIONAL REFERENCES

INDIVIDUALS WHO CAN PROVIDE JOB RELATED REFERENCE INFORMATION

REFERENCE NAME	COMPANY NAME	TITLE/POSITION
PHONE NUMBER	WORK RELATIONSHIP	
REFERENCE NAME	COMPANY NAME	TITLE/POSITION
PHONE NUMBER	WORK RELATIONSHIP	

PRE-EMPLOYMENT BACKGROUND QUESTIONNAIRE

PLEASE ANSWER THE FOLLOWING QUESTIONS AND SIGN AT THE BOTTOM OF THE APPLICANT STATEMENT. ANY FALSIFICATION OR DELIBERATE MISREPRESENTATION, INCLUDING OMISSION OF A MATERIAL FACT OR FAILURE TO COMPLETE ANY PART OF YOUR APPLICATION OR THE PRE-EMPLOYMENT QUESTIONNAIRE, CAN BE GROUNDS FOR DENIAL OF EMPLOYMENT OR CONTINUED EMPLOYMENT WITH JAY INDUSTRIAL REPAIR, INC. ALL REQUIRED DOCUMENTATION REQUESTED BELOW MUST ACCOMPANY THIS APPLICATION. ALL QUESTIONS MUST BE ANSWERED. IF ADDITIONAL SPACE IS NEEDED, PLEASE ATTACH AN ADDITIONAL SHEET.

SECTION I: PERSONAL INFORMATION

YES NO

- ARE YOU ELIGIBLE FOR LAWFUL EMPLOYMENT IN THE U.S.? (PROOF OF CITIZENSHIP OR LEGAL RIGHT TO WORK AND IDENTITIY WILL BE REQUIRED UPON HIRE).
- IF YOU ARE APPLYING FOR A POSITION THAT REQUIRES DRIVING, DO YOU HAVE A VALID DRIVER'S LICENSE?
- DO YOU CURRENTLY USE ILLEGAL DRUGS?
- HAVE YOU USED ILLEGAL DRUGS IN THE PAST YEAR?

SECTION II: PAST EMPLOYMENT

IF YOU ANSWER "YES" TO QUESTIONS IN THIS SECTION, PLEASE GIVE AN EXPLANATION ON A SEPARATE SHEET OF PAPER (OR USE THE BACK OF THIS FORM), INCLUDING DUTIES, CIRCUMSTANCES, AND ANY SUPPORTING DOCUMENTATION.

YES NO

- HAVE YOU EVER BEEN DISMISSED, DISCHARGED (EXCLUDING LAYOFF), OR FIRED FROM ANY EMPLOYMENT?
- HAVE YOU EVER RESIGNED FROM OR OTHERWISE LEFT ANY EMPLOYMENT WHILE ALLEGATIONS OF MISCONDUCT ON YOUR PART WERE PENDING OR UNDER INVESTIGATION?
- HAVE YOU EVER BEEN DISCIPLINED BY A PAST OR PRESENT EMPLOYER FOR MISCONDUCT?
- ARE YOU CURRENTLY THE SUBJECT OF ANY INVESTIGATION BY AN EMPLOYER BECAUSE OF ALLEGATIONS OF MISCONDUCT OR HARASSMENT ON YOUR PART?

SECTION III: FITNESS, SKILLS, WORK HABITS

YES NO

- ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION FOR WHICH YOU ARE APPLYING WITH OR WITHOUT REASONABLE ACCOMODATION?
- CAN YOU LIFT UP TO 40LBS?
- CAN YOU READ A RULER?
- ARE YOU AVAILABLE TO WORK DIFFERENT SHIFTS? HOURS AVAILABLE?
- CAN YOU WORK OVERTIME?
- CAN YOU WORK WEEKENDS?

HOW MANY DAYS OF WORK, EXCLUDING VACATION AND APPROVED ABSENCES, DID YOU MISS AT YOUR PRESENT OR LAST PLACE OF EMPLOYMENT OVER THE LAST YEAR? 0 1 2 3 4 5+

HOW MANY DAYS OF WORK, EXCLUDING VACATION AND APPROVED ABSENCES, DO YOU THINK IS OKAY TO MISS WITHIN A YEAR? 0 1 2 3 4 5+

HOW MANY TIMES WERE YOU TARDY AT YOUR PRESENT OR LAST PLACE OF EMPLOYMENT WITHIN THE LAST 30 DAYS? 0 1 2 3 4 5+

WHAT TYPES OF EQUIPMENT AND TOOLS ARE YOU FAMILIAR WITH? CHECK ANY THAT APPLY.

HOUSEHOLD TOOLS CARPENTRY TOOLS ELECTRICAL TOOLS MEASURING TOOLS NONE

ON A SCALE OF 1 to 5, WITH 5 BEING THE BEST, HOW WOULD YOU RATE YOUR TECHNICAL SKILLS AND ATTENTION TO DETAIL? ____

SECTION III: FITNESS, SKILLS, WORK HABITS, cont.,

DO YOU PREFER WORKING ON PROJECTS IN A TEAM ENVIRONMENT, OR ON PROJECTS INDIVIDUALLY? CHECK ANSWER.

TEAM INDIVIDUALLY BOTH, NO PREFERENCE

EXPLAIN: _____

IN YOUR OPINION, WHAT'S THE BEST STRATEGY FOR RESOLVING A CONFLICT WITH ANOTHER EMPLOYEE?

WHY IS HAVING A GOOD WORK ETHIC AND ATTITUDE IMPORTANT ON THE JOB?

DESCRIBE YOUR DUTIES OR RESPONSIBILITIES AT YOUR PRESENT OR LAST PLACE OF EMPLOYMENT:

SECTION IV: CRIMINAL HISTORY

YES NO NOTE: A "YES" ANSWER TO ANY QUESTION IN THIS SECTION WILL NOT NECESSARILY DISQUALIFY AN APPLICANT

 ARE YOU PRESENTLY UNDER INVESTIGATION IN ANY JURISDICTION FOR POSSIBLE CRIMINAL CHARGES? IF "YES", IDENTIFY AGENCY AND LOCATION (STREET ADDRESS, CITY, AND STATE):

 HAVE YOU EVER BEEN CONVICTED OF ANY CRIME? (NOTE: FOR THE PURPOSE OF THIS QUESTION, "CONVICTED" INCLUDES (1) ALL INSTANCES IN WHICH A PLEA OF GUILTY OR NOLO CONTENDRE IS THE BASIS OF A CONVICTION AND (2) ALL PROCEEDINGS IN WHICH A SENTENCE HAS BEEN SUSPENDED OR DEFERRED.) YOU NEED NOT LIST TRAFFIC VIOLATIONS FOR WHICH A FINE OR FORFEITURE OF LESS THAN \$150 WAS IMPOSED.

 DO YOU CURRENTLY HAVE ANY OUTSTANDING CRIMINAL CHARGES OR WARRANTS OF ARREST PENDING AGAINST YOU IN ANY STATE, PROVINCE, TERRITORY, AND/OR COUNTRY?

IF YOU ANSWERED "YES" TO A QUESTION ABOVE IN SECTION IV, PLEASE PROVIDE THE FOLLOWING:

A) A DETAILED STATEMENT INCLUDING WHAT OCCURRED, THE NATURE OF THE OFFENSE, CHARGE, OR WARRANT;

B) THE NAME AND ADDRESS OF THE ARRESTING AGENCY;

C) THE DATE OF THE ARREST; _____

D) THE FINAL DISPOSITION, IF ANY;

E) IF A COURT WAS INVOLVED, THE NAME AND ADDRESS OF THE COURT;

APPLICANT STATEMENT

THIS APPLICATION IS ONLY FOR A SPECIFIC POSITION AND WILL BE KEPT ON FILE FOR ONE (1) YEAR. SEPARATE APPLICATIONS MUST BE SUBMITTED FOR ANY OTHER POSITION.

I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THE APPLICATION IS TRUE AND COMPLETE. I UNDERSTAND THAT IF ANY FALSE OR MISLEADING INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED, AND IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

I EXPRESSLY AUTHORIZE JAY INDUSTRIAL REPAIR, INC., ITS REPRESENTATIVES, EMPLOYEES OR AGENTS TO CONDUCT A BACKGROUND INVESTIGATION TO VERIFY THE ACCURACY OF THE INFORMATION PROVIDED ON THIS APPLICATION. THIS INVESTIGATION MAY INCLUDE SUCH INFORMATION AS CRIMINAL OR CIVIL CONVICTIONS, DRIVING RECORDS, PREVIOUS EMPLOYERS AND EDUCATIONAL INSTITUTIONS, PERSONAL REFERENCES, PROFESSIONAL REFERENCES, AND OTHER APPROPRIATE SOURCES.

I WAIVE MY RIGHT OF ACCESS TO SUCH INFORMATION, AND WITHOUT LIMITATION, HEREBY RELEASE JAY INDUSTRIAL REPAIR, INC. AND THE REFERENCE SOURCES FROM ANY LIABILITY IN CONNECTION WITH ITS RELEASE OR USE. THIS RELEASE INCLUDES THE SOURCES CITED ABOVE AND SPECIFIC EXAMPLES AS FOLLOWS: INFORMATION FROM DEPARTMENT OF MOTOR VEHICLES, INFORMATION FROM THE FEDERAL BUREAU OF INVESTIGATION OF EITHER DATA ON ALL CRIMINAL CONVICTIONS OR CERTIFICATION THAT NO DATA ON CRIMINAL CONVICTIONS IS MAINTAINED, INFORMATION FROM ANY OTHER STATE OR LOCAL DEPARTMENTS TO WHICH THEY MAY REFER FOR THE RELEASE OF INFORMATION PERTAINING TO ANY INVESTIGATION INVOLVING MYSELF.

I UNDERSTAND THAT THE EMPLOYER DOES NOT DISCRIMINATE IN EMPLOYMENT AND NO QUESTION IN THIS APPLICATION IS USED FOR THE PURPOSE OF LIMITED OR EXCUSING ANY APPLICANT FROM CONSIDERATION FOR EMPLOYMENT ON A BASIS PROHIBITED BY APPLICABLE LOCAL, STATE OR FEDERAL LAW.

IN CONSIDERATION FOR EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I UNDERSTAND THAT THESE RULES AND/OR POLICIES AND PROCEDURES DO NOT FORM A CONTRACT OF EMPLOYMENT EITHER EXPRESSED OR IMPLIED, AND I AGREE THAT MY EMPLOYMENT MAY BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT IF I AM HIRED, I WILL BE REQUIRED TO PROVIDE PROOF OF IDENTITY AND LEGAL AUTHORITY TO WORK IN THE UNITED STATES AND THAT FEDERAL IMMIGRATION LAWS REQUIRE ME TO COMPLETE AN I-9 FORM IN THIS REGARD.

APPLICANT SIGNATURE

DATE



DRIVER RECORD SCREENING DISCLOSURE

I HEREBY AUTHORIZE EMBARK SAFETY LLC AND ITS DESIGNATED AGENTS AND REPRESENTATIVES TO CONDUCT A COMPREHENSIVE REVIEW OF MY DIVER RECORD BACKGROUND THROUGH A CONSUMER REPORT AND/OR AN INVESTIGATIVE CONSUMER REPORT TO BE GENERATED FOR EMPLOYMENT, PROMOTION, REASSIGNMENT OR RETENTION AS AN EMPLOYEE. I UNDERSTAND THAT THE SCOPE OF THE CONSUMER REPORT/INVESTIGATIVE CONSUMER REPORT MAY INCLUDE INFORMATION ABOUT MY CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS, AND MODE OF LIVING AS WELL AS INFORMATION THAT IS NOT LIMITED TO THE FOLLOWING AREAS: NAMES AND DATES OF PREVIOUS OR CURRENT EMPLOYMENT, WORK EXPERIENCE, BUREAU OF WORKERS COMPENSATION/CLAIMS, CRIMINAL HISTORY RECORDS(FROM LOCAL, STATE, FEDERAL, INTERNATIONAL AND OTHER LAW ENFORCEMENT AGENCIES' RECORDS), SEXUAL OFFENDERS LISTS, WANTS AND WARRANTS RECORDS, MOTOR VEHICLE RECORDS, MILITARY RECORDS, EDUCATIONAL VERIFICATION, LICENSE VERIFICATION, CREDIT HISTORY, CIVIL CASES, OIG/GSA, USA PATRIOT ACT/OFAC, ANY SANCTION LISTS, FBI FINGER PRINTING, INTERNET SEARCHES, SOCIAL MEDIA INFORMATION, AND DRUG TESTING. UPON REQUEST, EMBARK SAFETY, LLC WILL SUPPLY A COPY OF THE COMPLETED CONSUMER REPORT ALONG WITH A COPY OF THE INDIVIDUAL'S RIGHTS UNDER THE FAIR CREDIT REPORTING ACT.

AUTHORIZATION AND RELEASE

I, _____, AUTHORIZE THE COMPLETE RELEASE OF THESE RECORDS OR DATA PERTAINING TO ME WHICH AN INDIVIDUAL, COMPANY, FIRM, CORPORATION, OR PUBLIC AGENCY MAY HAVE. I AUTHORIZE THE FULL RELEASE OF THE INFORMATION DESCRIBED ABOVE, WITHOUT ANY RESERVATION, THROUGHOUT ANY DURATION OF MY EMPLOYMENT AT JAY INDUSTRIAL REPAIR, INC. I HEREBY RELEASE EMBARK SAFETY LLC, AND ITS AGENTS, OFFICIALS, REPRESENTATIVES, OR ASSIGNED AGENCIES, INCLUDING OFFICERS, EMPLOYEES, OR RELATED PERSONNEL BOTH INDIVIDUALLY AND COLLECTIVELY, FROM ANY AND ALL LIABILITY FOR DAMAGES OF WHATEVER KIND, WHICH MAY AT ANY TIME RESULT TO ME, MY HEIRS, FAMILY OR ASSOCIATES BECAUSE OF COMPLIANCE WITH THIS AUTHORIZATION FOR RELEASE FORM. I CERTIFY THAT ALL INFORMATION PROVIDED BELOW IS CORRECT TO THE BEST OF MY KNOWLEDGE. THIS AUTHORIZATION AND CONSENT SHALL BE VALID IN ORIGINAL, FAX OR COPY FORM. THE FOLLOWING INFORMATION IS REQUIRED BY LAW ENFORCEMENT AGENCIES AND OTHER ENTITIES FOR INDENTIFICATION PURPOSES WHEN CHECKING RECORDS. IT IS CONFIDENTIAL AND WILL NOT BE USED FOR ANY OTHER PURPOSE.

APPLICANT'S FIRST NAME

MIDDLE

LAST

MAIDEN/PREVIOUS

DRIVERS LICENSE #

STATE

DOB

SIGNATURE

DATE