



1223 ANNA DR. GAYLORD, MI 49735  
PHONE (989) 732-8318

"AN EQUAL OPPORTUNITY EMPLOYER"

# APPLICATION FOR EMPLOYMENT

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

J & N Construction, LLC is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran or military status, genetic information or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. The information collected by this application is solely to determine suitability for employment, verify identity and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on J & N Construction, LLC Please inform the company's personnel representative if you need assistance completing any forms or to otherwise participate in the application process.

## GENERAL INFORMATION

Full Name _____			Date _____	
FIRST	MIDDLE	LAST		
Address _____				
STREET		CITY	STATE	ZIP CODE
Contact Number _____		Date available for work _____		
Alternate Contact Number _____		E-mail (optional) _____		
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B)? <input type="checkbox"/> Yes <input type="checkbox"/> No (If hired, verification will be required consistent with federal law.)				
Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you filed an application here before? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you worked for J & N Construction in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No				
How were you referred to J & N Construction? _____				
_____				
_____				

## POSITION INFORMATION

Type of work desired? _____	Salary range expected (required) _____
Do you have any special training, skills, qualifications, or other experience that relate to the position applied for? _____	
_____	

## EDUCATION

Type of School	School Name and Location	Highest Grade Completed	Grade Point Average	Course of Study or Major
High School or G.E.D. equivalent		9 10 11 12/GED		
College or University		1 2 3 4		
Vocational or Trade School				
Other (including military training)				

List any work related certifications or licenses you currently possess.

## BACKGROUND INFORMATION

During the past seven years, have you ever been discharged, suspended or asked to resign from any position?  
 Yes    No   If yes, please explain. \_\_\_\_\_

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed?    Yes    No   If yes, specify name. \_\_\_\_\_

Have you ever been convicted of a crime that has not been expunged, sealed, pardoned, annulled, statutorily eradicated or dismissed upon condition of probation? You are not required to disclose sealed or expunged records of conviction or arrest, or expunged juvenile records of conviction or arrest.    Yes    No

## REFERENCES

List three references (other than those listed as current/former supervisor) that we may contact:

Name _____	Telephone No. (____) _____
E-mail Address _____	Type of Acquaintance _____
Name _____	Telephone No. (____) _____
E-mail Address _____	Type of Acquaintance _____
Name _____	Telephone No. (____) _____
E-mail Address _____	Type of Acquaintance _____

## EMPLOYMENT RECORD

List all employment experience for the past seven years, starting with the most recent or present employer, including US Military Service. Using a separate section for each position, describe in detail all work experience including periods of unemployment. **You may include as part of your employment history any verified work performed on a volunteer basis. Resumes may not be substituted in lieu of completing the following employment information.**

Current Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No    If not, why? _____ Primary responsibilities _____ _____	Phone (____) _____ From _____ <div style="text-align: center;">Month                      Year</div> To _____ <div style="text-align: center;">Month                      Year</div> Reason for Leaving _____ _____
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____  Primary responsibilities _____ _____	Phone (____) _____ From _____ <div style="text-align: center;">Month                      Year</div> To _____ <div style="text-align: center;">Month                      Year</div> Reason for Leaving _____ _____
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____  Primary responsibilities _____ _____	Phone (____) _____ From _____ <div style="text-align: center;">Month                      Year</div> To _____ <div style="text-align: center;">Month                      Year</div> Reason for Leaving _____ _____
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____  Primary responsibilities _____ _____	Phone (____) _____ From _____ <div style="text-align: center;">Month                      Year</div> To _____ <div style="text-align: center;">Month                      Year</div> Reason for Leaving _____ _____

Please account for any gaps of employment. \_\_\_\_\_  
 \_\_\_\_\_

### ADDITIONAL COMMENTS

Please comment on how your prior education and experiences qualify you for the type of employment you are seeking. Detail any past responsibilities and achievements. Note any special coursework, honors, activities, special projects or any other data that will assist us in considering your application for employment. _____ _____ _____ _____
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## DRIVERS EXPERIENCE & QUALIFICATIONS

Driver s licenses held in past three years must be shown:

State	License Number	Type	Expiration Date

Have you ever been denied a license, permit or the privilege to operate a motor vehicle?    Yes    No

Has any license, permit or privilege ever been suspended or revoked?    Yes    No

Have you ever been disqualified for violations of the Federal Motor Carrier Safety Regulations?    Yes    No

Have you ever tested positive for a DOT drug or alcohol test from a former employer?    Yes    No

If you answered yes to any of the above questions, please attach a statement giving details.

Class of Equipment	Type of Equipment	Dates To and From	Approx. no. of miles (total)

List all states operated in for the last 5 years: \_\_\_\_\_

List courses or training have you taken that will help you as a driver: \_\_\_\_\_

Which safe driving awards do you hold and from whom? \_\_\_\_\_

### DRIVING REVIEW FOR PAST 3 YEARS (Attach sheet if more space is needed)

Accident or Conviction	Date	Nature of Incident	Fatalities/Injuries	Points

## MAINTENANCE EXPERIENCE & QUALIFICATIONS

Maintenance Course or Training	Location of Course or Training	Date (s)

Do you have any welding experience?  Yes  No      If yes, how many years? \_\_\_\_\_

### Job Function

Indicate training and experience in the following:	Formal Training (Check)	Years of Experience	Area	Formal Training (Check)	Years of Experience
Drive Line Components			Body Work		
Diesel Engine Tune up and Rebuild			Electrical Repair		
Gas Engine Tune-Up and Rebuild			Frame and Wheel Alignment		
Tire Service			Brakes		
Trailer Repair			Cooling System		
Air Conditioning			Inspections		
			General Car Repair		

### Shop Equipment

Indicate training and experience in the following:	Formal Training (Check)	Years of Experience	Area	Formal Training (Check)	Years of Experience
Electrical Diagnostic Equipment			Tire Service Machine		
Sheet Metal Equipment			Wheel & Tire Balancing Machine		
Frame & Axle Straightening Equipment			Tire Recapping Mold		
Engine Rebuilding Equipment			Engine Dynamometer		
Diesel Injection Equipment			Chassis Dynamometer		
Electric Welder			Magnetic Crack Detector		
Oxyacetylene Welder			Engine Analyzer		
Paint Spray Gun			Noise Measuring Equipment		
Air Conditioning			Smoke Measuring Equipment		
			Inspections		
			General Car Repair		

**PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING**

I have disclosed all information that is relevant and should be considered applicable to my candidacy for employment.

\_\_\_\_\_ Initials

I understand, where permissible under applicable state and local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment, and must receive a negative result for illegal drugs (ie. substances that: violate either Federal or State Law, and/or are found in Controlled Substances Act of 1970; or the misuse of prescription medication) before being permitted to commence work with J & N Construction, LLC.

\_\_\_\_\_ Initials

I understand, where permissible under applicable state and local law, I may be subject to a pre-employment medical examination after receiving a conditional offer of employment, and must meet the qualifications for the position, with or without reasonable accommodation, before being permitted to commence work with J & N Construction, LLC.

\_\_\_\_\_ Initials

I understand, where permissible under applicable state and local law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal background, and driving record and other matters related to my suitability for employment. I understand that a separate disclosure and consent form will be provided to me prior to any background check.

\_\_\_\_\_ Initials

I understand employment with J & N Construction, LLC is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.

\_\_\_\_\_ Initials

I authorize J & N Construction, LLC and its representatives to contact my current and former employers (with the exception of my current employer, if I have marked "May we contact?" on page 3 of this application as "No"), schools, references, and other persons or organizations I have named in this application for the purpose of verifying the information I have provided. I release my current and former employers, schools, references, and other persons or organizations named in this application from any liability resulting from the information released. I authorize employers, schools, and other persons or organizations named in this application to provide any information or transcripts requested.

\_\_\_\_\_ Initials

I hereby certify that, if employed, my employment with J & N Construction, LLC will not conflict with, violate, breach, or result in default under, any contract, agreement, or understanding that I am a party to or am bound by, including any non-solicitation, non-competition, or other similar post-employment restriction or agreement I have with any current or former employer, other than the contracts, agreements, covenants, or understandings I have disclosed in this application, if any.

\_\_\_\_\_ Initials

**I expressly understand and agree that, if employed, my employment, having no specified term, is based upon mutual consent and may be terminated AT WILL, with or without cause, by either party (J & N Construction, LLC or me) without prior notice to the other, unless otherwise prohibited by law.**

\_\_\_\_\_ Initials

**I understand that no representation, whether oral or written, by any representative or agent of J & N Construction, LLC at any time, can constitute an implied or expressed contract of employment. I further understand no representative or agent of J & N Construction, LLC has the authority to enter into an agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other terms or condition of employment other than in a document signed by the President of the company or an authorized representative.**

\_\_\_\_\_ Initials

I certify, under penalty of perjury, that all of the above information is true and complete, and I understand that any falsification or omission of information may result in denial of employment or, if hired, may result in termination regardless of the time lapse before discovery.

MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

## Equal Employment Opportunity Questionnaire

This Company is in full compliance with federal, state and local laws and with Executive Order 11246, as amended, is committed to the continual evaluation of our Affirmative Action Program (AAP).

### Anti-Discrimination Notice

It is an unlawful employment practice for an employer to fail or refuse to hire or discharge any individual, or otherwise discriminate against an individual with respect to the individual's terms and conditions of employment, because of an individual's race, color, religion, sex, national origin, disability, sexual orientation, gender identity, disability, or veteran status.

In order to evaluate our progress as an Equal Opportunity Employer, we are asking applicants to complete this questionnaire.

INFORMATION PERTAINING TO SEX AND RACE/ETHNIC HERITAGE IS REQUESTED AND VOLUNTARY.  
INFORMATION PERTAINING TO VETERAN STATUS IS VOLUNTARY AND WILL NOT SUBJECT YOU TO ANY ADVERSE TREATMENT.

Confidential Applicant Information: Female  Male

**Race/Ethnic Heritage (Please check one). If two or more categories apply, choose the one with which you most clearly identify.**

- Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.
- Other

**\*If you choose not to self-identify your race/ethnicity, the federal government requires the employer to determine this information by visual survey and/or other available information.**

Are you a Veteran of the United States Military Armed Forces? Yes  No

Applicant Name (Print) \_\_\_\_\_ Applicant Signature \_\_\_\_\_