

# Jenn-Co Construction

## EMPLOYMENT APPLICATION



Applications are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of non-job related medical condition or handicap.

### PERSONAL INFORMATION:

Date \_\_\_\_\_ Start Date \_\_\_\_\_

( ) Full Time ( ) Part Time ( ) Temporary Referral Source \_\_\_\_\_

Social Security number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Drivers License number: \_\_\_\_\_

Name \_\_\_\_\_  
(Print Clearly)

Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Are you a US Citizen? ( ) Yes ( ) NO

If no explain: \_\_\_\_\_

Have you ever been convicted of or charged with a felony or misdemeanor: ( ) Yes ( ) No - If Yes, if yes - please explain details in full, including dates, details of offense(s) charged, jurisdiction and disposition of case

\_\_\_\_\_  
\_\_\_\_\_

### EDUCATION:

Schools/Colleges Attended: \_\_\_\_\_ # Years \_\_\_\_\_ Year Grad \_\_\_\_\_ Degree \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### EMPLOYMENT/WORK EXPERIENCE:

Start with your present or most recent position.

May we contact your present employer Y N

Include 3

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Describe Duties/Responsibilities/Accomplishments:  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Dates of Employment (Month/Year): From \_\_\_\_\_ To \_\_\_\_\_

Previous Supervisor Name \_\_\_\_\_

Phone # \_\_\_\_\_

**Employer:**

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Describe Duties/Responsibilities/Accomplishments:  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Dates of Employment (Month/Year): From \_\_\_\_\_ To \_\_\_\_\_

Previous Supervisor Name \_\_\_\_\_ Phone # \_\_\_\_\_

**Employer:**

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Describe Duties/Responsibilities/Accomplishments:  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Dates of Employment (Month/Year): From \_\_\_\_\_ To \_\_\_\_\_

Previous Supervisor Name \_\_\_\_\_ Phone # \_\_\_\_\_

**Personal References: Please list 3 personal references that are NOT relatives**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

How Do you know this person: \_\_\_\_\_ How Long: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

How Do you know this person: \_\_\_\_\_ How Long: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

How Do you know this person: \_\_\_\_\_ How Long: \_\_\_\_\_

**Certification**

*I certify that the information on this application is truthfull and accurate.  
I understand that providing false or misleading information may lead to my  
immediate rejection of my application, or if employment commences may  
lead to my immediate termination.  
I authorize Jenn-Co Construction to contact my former employers  
and personal refrences.*

*I HAVE CAREFULLY READ AND UNDERSTAND THE ABOVE CERTIFICATION  
AND AGREE TO IT'S TERMS.*

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**Jenn- Co Construction  
38 Elk Street  
Springville, NY 14141  
716-794-3131**

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*Office Use Only*

***Employment Verification***

Employer \_\_\_\_\_

Date Contacted \_\_\_\_\_

Spoke with \_\_\_\_\_

Title \_\_\_\_\_

Employer \_\_\_\_\_

Date Contacted \_\_\_\_\_

Spoke with \_\_\_\_\_

Title \_\_\_\_\_

Employer \_\_\_\_\_

Date Contracted \_\_\_\_\_

Spoke with \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_  
HR Personell Printed Name

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Contingent offer given \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Hired \_\_\_\_\_