

JAY-K Independent Lumber Corp. is committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis including, but not limited to age, race, creed, color, national origin, sex, disability, genetic predisposition or carrier status, marital status, religion, citizenship, sexual orientation or any other protected class or status recognized by federal, state or local law.



**JAY-K Independent Lumber Corp.**

8448 Seneca Turnpike, PO Box 378  
New Hartford, NY 13413

Phone: 315-735-4475 Fax: 315-735-0049

[www.jay-k.com](http://www.jay-k.com)

**JAY-K is a Drug Free Workplace**

All applicants must complete an application. Resumes may be attached but may not be used as a substitute for application. Please complete pages 1-3 of this application. Applications that are incomplete and / or not signed will not be considered.

**PERSONAL BACKGROUND**

Name \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Last First Middle

Home Address \_\_\_\_\_  
Number and Street City or Town State Zip Code

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Position Applied for \_\_\_\_\_ Pay Desired \_\_\_\_\_. per hour Date Available to Start Work \_\_\_\_\_

Can you perform the essential functions of the position for which you are applying? YES  NO   
 (If you have any question as to what functions are applicable to the position for which you are applying, please ask before you answer this question)  
 If no, please explain. \_\_\_\_\_

Are you over the age of 18 years? YES  NO  (If no, you may be required to provide authorization to work.)

Are you legally eligible to be employed in the United States? YES  NO  (Proof of eligibility to work in the United States will be required upon employment).

Have you been convicted of a felony or misdemeanor within the last 7 years? YES  NO  If yes, when, where and what was the disposition of the case?: \_\_\_\_\_

**Note:** The existence of a criminal record will not automatically disqualify you from the job you are applying for. Do not answer "YES" if your 'official' conviction record has been annulled, expunged, sealed, or whereby law you are not required to provide information regarding a specific conviction.

Have you ever worked or applied for work at JAY-K before? YES  NO  If yes, when? \_\_\_\_\_

Do you have any relatives or friends who work for JAY-K? YES  NO  If yes, who and where do they work?  
 \_\_\_\_\_

How were you referred to JAY-K? \_\_\_\_\_ Walk-In \_\_\_\_\_ Family Member \_\_\_\_\_ JAY-K Employee \_\_\_\_\_ Newspaper Ad  
 \_\_\_\_\_ US Labor Department \_\_\_\_\_ Other (please specify) \_\_\_\_\_

**EMPLOYMENT PREFERENCES**

Can you work days \_\_\_\_\_ evenings \_\_\_\_\_ weekends \_\_\_\_\_  
 Are you willing to work overtime? \_\_\_\_\_ YES \_\_\_\_\_ NO Are you willing to travel if needed? \_\_\_\_\_ YES \_\_\_\_\_ NO

Indicate languages you are familiar with, other than English, and your level of fluency:  
 Language \_\_\_\_\_ Fluent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Speak \_\_\_\_\_ Read \_\_\_\_\_ Write  
 Language \_\_\_\_\_ Fluent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Speak \_\_\_\_\_ Read \_\_\_\_\_ Write

**Only answer the next question if the job you are applying for requires driving.**

Do you have a valid NYS driver's license? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Do you have a CDL License? \_\_\_\_\_ YES \_\_\_\_\_ NO If YES, what class CDL License? \_\_\_\_\_

<b>Educational Background</b>	<b>Name and Location of School</b>	<b>Circle Highest Grade Completed</b>	<b>Major Area of Study</b>
High School		9 10 11 12/GED	
College		1 2 3 4 Degree _____	
Trade, Business or Graduate School		Degree or Certificate	
<b>Military Service – Branch</b>		From	To
Rank at Discharge			
What type of education, training and work experience did you receive while in the military?			

<b>Previous Employment</b>			
<b>Company</b>		Phone	
Address	City, State, Zip	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Dates From	To	Reason for Leaving	
Responsibilities			
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Company</b>		Phone	
Address	City, State, Zip	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Dates From	To	Reason for Leaving	
Responsibilities			
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Company</b>		Phone	
Address	City, State, Zip	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Dates From	To	Reason for Leaving	
Responsibilities			
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Other information you want JAY-K to know:</b>			
Please list any activities, honors and offices held that you consider relevant to your ability to perform the job for which you are applying (omit those which indicate age, race, creed, color, national origin, sex, disability, genetic predisposition or carrier status, marital status, religion, citizenship or sexual orientation).			

<b>References - Please list three (3) references that are familiar with your work life.</b>				
<b>Do not include family members or people who live with you.</b>				
<b>For Reference Purposes Only:</b> If you have worked or attended school under another name please list former name here: _____				
<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>Relationship</b>	<b>Years Known</b>

## Certification

Please carefully read and sign the statement below.  
Applications without signature will not be considered for employment.

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize JAY-K Independent Lumber Corp. to verify their accuracy and to obtain reference information on my work performance. I hereby release JAY-K Independent Lumber Corp. from any/all liability of whatever kind and nature that, at any time, could result from obtaining and having an employment decision based on such information.

I understand and agree that JAY-K Independent Lumber Corp's. acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that JAY-K Independent Lumber Corp. has agreed to hire me. I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of JAY-K Independent Lumber Corp. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either JAY-K Independent Lumber Corp. or I may terminate my employment at any time with or without notice or cause.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

### Consent to Request Consumer Report Information

If required for employment I understand that a consumer credit report may be obtained on my credit and personal history and authorize JAY-K Independent Lumber Corp. to obtain one. If I request, I will be informed whether or not a consumer report was requested, and if such was requested, I will be informed of the name and address of the consumer reporting agency that furnished the report. If hired, subsequent consumer reports may be requested in connection with my employment should JAY-K Independent Lumber Corp. feel this would be appropriate and necessary for continued employment.

I understand that if an adverse employment decision is made due totally or partially to the information of the credit report, the credit-reporting agency will give me a copy of the credit report, a summary of my rights under the Fair Credit Reporting act, and the source of the credit report so that I may contact them.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

### Driver Applicants ONLY- Please Read and Sign.

I understand that if this application is for a Driving Position that a thorough Motor Vehicles check will occur and that I will be subject to the Department of Transportation regulations including ongoing drug testing.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**JAY-K Independent Lumber Corp. reserves the right to conduct further background checks on any applicant and will request further authorization if and when any further background checks are thought to be necessary.**

