

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.

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



**JAY-K Independent Lumber Corp.**

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

Phone: 315-735-4475

Fax: 315-735-0049

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

**IMPORTANT:** 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 \_\_\_\_\_

Are you applying for **full time** \_\_\_\_\_ or **part time** \_\_\_\_\_

Can you safely 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 ever been convicted of a misdemeanor or felony that was not dismissed, expunged, or sealed? YES [ ] NO [ ] If yes, 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 \_\_\_ JAY-K Website \_\_\_ Craigslist \_\_\_ 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

**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? \_\_\_\_\_

Educational Background	Name and Location of School	Circle Highest Grade Completed	Major Area of Study
High School		9 10 11 12/GED	
College		1 2 3 4 Degree _____	
Trade, Business/ 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>Employment: List Employment starting with present or most recent 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 or any other protected class or status).			

<b>References - Please list three (3) references familiar with your work life, character and abilities.</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: _____				
Name	Address	Phone	Relationship	Years Known

## Certification

Please carefully read and sign the statement below.

Applications without signature will not be considered for employment.

I certify that the answers given by me to the foregoing questions and statements are true and correct to the best of my knowledge without consequential omissions of any kind. I agree that JAY-K shall not be held liable in any respect if my employment is rejected or subsequently terminated because of false statements, answers or omissions made by me in this application. I understand that any misleading or incorrect statements may render this application void, and if employed, may lead to employment termination. I understand that a medical examination based on the requirements of the position for which I am being considered may be required, and drug testing may be included as part of the regular pre-employment physical. I also voluntarily and knowingly authorize the companies, schools or persons named above to give any information requested regarding my former employment, character and qualifications. I hereby voluntarily and knowingly fully release and discharge, absolve, indemnify, and hold harmless said companies, schools or persons from any and all liability for any damages for issuing this information, except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment, which the party disclosing such facts knows to be untrue. In consideration of my employment, I agree to conform to the rules and regulations of this organization. My employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of either my employer or myself.

**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 Vehicle 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.**