



General Contractors
Construction Manager
Design/Build

Commercial | Industrial

FIELD APPLICATION

**Application
for Employment**

Date: ___/___/___

NOTE: This application form was designed for use by persons applying for positions within the construction fields. Some types of questions may not be completely applicable to your situation, *but* we ask that you answer all job-related inquiries to the best of your ability and knowledge.

JCI Contractors, Inc. is an Equal Opportunity Employer. All applicants will be evaluated on the basis of their qualifications for the job intended. Federal and/or state law prohibits discrimination on the basis of race, color, religion, sex, national origin, age, disability, or any other protected status.

PERSONAL INFORMATION

(PLEASE PRINT IN BLACK OR BLUE BALLPOINT PEN)

Name _____
(Last) (First) (Middle)

Street _____

City _____ State _____ Zip _____

D.O.B. ___/___/___ Social Security # _____

Best telephone number to be reached at: (Check those that apply):

Home: _____ Cellular: _____

Please include the best time to call? Day Evening

Email Address (required): _____ Position applying for: _____

Date available: _____ Anticipated hourly wage: _____

Are you 18 years of age or older? Yes No Are you under the age of 21? Yes No

Are you legally eligible to work in the United States? Yes No

Have you ever been convicted of a felony in the last ten (10) years? Yes No
(If Yes, list convictions that are of public record (arrests are not convictions). A conviction will not necessarily disqualify you from employment.)

IF CHECKED YES, LIST CONVICTIONS:

Are you able to engage in random drug testing? Yes No

Do you have any relatives or close friends working at JCI? Yes, whom _____ No

Are you employed now? Yes No May we contact your present employer? Yes No

Have you ever been employed by JCI Contractors, Inc. before? Yes No

If Yes, when? _____

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FORMER EMPLOYERS

List below your past two (2) employers starting with most recent.

1.) Employer name: _____

2.) Employer name: _____

Position: _____

Position: _____

Dates employed: From _____ to _____ ex. (MM/YY)

Dates employed: From _____ to _____ ex. (MM/YY)

Reason for leaving? _____

Reason for leaving? _____

EDUCATION

High School:

Trade School/College/ Other:

Name and location of school: _____

Name and location of school: _____

Number of years attended: (Circle one) 1 2 3 4

Number of years attended: (Circle one) 1 2 3 4

Diploma/ Degree: _____

Diploma/Degree: _____

G.P.A.: _____

G.P.A.: _____

Major Field of Study: _____

Major Field of Study: _____

GENERAL

Skills: _____

Additional information that relates to your ability to perform the job for which you are applying:

Activities & Interests: _____

REFERENCES (Please complete all three (3))

REFERENCE #1:

NAME: _____

Occupation _____

ADDRESS _____

Years Acquainted _____

E-Mail _____

Phone Number _____

REFERENCE #2:

NAME: _____

Occupation _____

ADDRESS _____

Years Acquainted _____

E-Mail _____

Phone Number _____

REFERENCE #3:

NAME: _____

Occupation _____

ADDRESS _____

Years Acquainted _____

E-Mail _____

Phone Number _____

Please attach resume if available.

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EMPLOYMENT DISCLOSURE

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

In the event of and consideration for my employment, I agree to conform to the JCI Contractors rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or JCI's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause or notice, at any time by JCI, and that my employment relationship is an at-will employment relationship. This application is not and is not intended to be a contract for continued employment.

I understand that JCI will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them and JCI from all liability for damage in providing this information.

I hereby agree to submit to any lawful drug, polygraph or integrity testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary actions including termination.

I also understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States Citizenship status or, if aliens, their legal authorization to work in the United States of America. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

All information provided will be kept strictly confidential.

By signing and submitting this application, I affirm that I have read and agree to all of the disclosures and conditions included in this application.

Signature of applicant

Date

PLEASE PRINT AND RETURN THIS FORM TO:

**JCI CONTRACTORS, INC.
ATTN. HUMAN RESOURCES
529 W. PROSPECT RD. SUITE 101
ASHTABULA, OH 44004**

-OR-

Scan & email to Rebecca Melaragno - rebeccam@accorp-inc.com

-OR-

Fax: 440-998-1485

JCI Contractors is an *equal opportunity employer*.

JCI Contractors, Inc. is an ACCorp Group Company.

For more information please visit www.jcibuilds.com or call 1-866-998-7268.

OFFICE USE ONLY

Received by: Date:	
Checked by: Date:	
Y/N/M: Date:	