

Application for Employment



P.O. Box 5278 * 3401 Hwy 82 East Greenville, MS 38701
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www.jhdiesel.com

J & H Diesel Service, Inc / J & H Turbo Service, Inc. is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please fill out all of the sections below in ink:

Date of Application: _____

Applicant Information

Applicant Full Name: _____

Address: _____

City, State and Zip Code: _____

Telephone Number: _____

Email Address: _____

Employment Position

Position(s) applying for: _____

How did you hear about this position? _____

What days are you available for work? _____

If needed, are you available to work overtime? _____

On what date can you start working if you are hired? _____

Do you have reliable transportation to and from work? _____

Personal Information

Have you ever applied to or worked for J & H before? Yes No

If yes, when?

Do you have any friends, relatives, or acquaintances working for J & H? Yes No

If yes, state name & relationship:

Are you 18 years of age or older? Yes No

Are you a U.S. citizen or approved to work in the United States? Yes No

Do you have your own tools? Yes No

Do you have a valid Drivers License? License Number: _____ State: _____ Yes No

Marital Status: Single Married Divorced

Height: _____ Weight: _____ Sex: Male Female

Number of Dependents including yourself: _____

Previous address: _____

Length at Previous Address: ____ years ____ months Length at present address: ____ years ____ months

Have You ever been bonded? Yes No

Do you have any physical handicap(s) which prevent you from performing certain job duties? Yes No

Have you had a major illness in the past 5 years? Yes No

Have you received Workman’s Compensation or Disability? If yes, explain _____ Yes No

Will you consent to a controlled substance test and/or medical exam? Yes No

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

(Note: No applicant will not be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

(Note: J & H Diesel Service, Inc J & H Turbo Service, Inc complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)

Education and Training

High School

Name	Location (City, State)	Year Graduated	Degree Earned

College/University

Name	Location (City, State)	Year Graduated	Degree Earned

Vocational School/Specialized Training

Name	Location (City, State)	Year Graduated	Degree Earned

Military:

Are you a member of the Armed Services? _____

What branch of the military did you enlist? _____

What was your military rank when discharged? _____

How many years did you serve in the military? _____

Previous Employment

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State and Zip Code: _____

Employer Telephone: _____

Dates Employed: Started: _____ Left: _____

Weekly Pay: Starting: _____ Last: _____

Reason for leaving: _____

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State and Zip Code: _____

Employer Telephone: _____

Dates Employed: Started: _____ Left: _____

Weekly Pay: Starting: _____ Last: _____

Reason for leaving: _____

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State and Zip Code: _____

Employer Telephone: _____

Dates Employed: Started: _____ Left: _____

Weekly Pay: Starting: _____ Last: _____

Reason for leaving: _____

Do not contact Employer #: _____ Reason: _____

References

Please provide 3 personal, professional references below that are not family relations:

Reference	Contact Information: Address, City, State, Phone

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Additional Information:

What could be your major contribution to the company?

Would You Agree to Sign an employment agreement? Yes No Wage desired:

AT-WILL EMPLOYMENT

The relationship between you and J & H Diesel Service, Inc / J & H Turbo Service, Inc is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or J & H Diesel Service, Inc / J & H Turbo Service, Inc. No representative of J & H Diesel Service, Inc / J & H Turbo Service, Inc has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and our Company's President.

Certification:

I hereby declare that the information I have provided is correct and complete to the best of my Knowledge. I authorize J & H Diesel Service, Inc. / J & H Turbo Service, Inc to contact previous employers, except where otherwise noted, for reference and verification of statements made. I understand that if employed, any false or misleading information given in this application or in my interview(s), shall be grounds for disciplinary action, including but not limited to termination.

Applicant Signature: _____ Dated: _____