

Date _____

Location _____

Position Applying For _____



APPLICATION FOR EMPLOYMENT

Last Name	First Name	Middle
Street Address	Apt No.	City
State	Postal Code	
Home Telephone # (include area code)	Alternate Telephone #/Type	Email Address
Check when available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Shift Work <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Overtime <input type="checkbox"/> Weekends How did you learn about us: <input type="checkbox"/> Friend <input type="checkbox"/> Walk in <input type="checkbox"/> Advertisement <input type="checkbox"/> Employment Agency <input type="checkbox"/> Overtime <input type="checkbox"/> Other Are you willing to travel if the position requires travel? <input type="checkbox"/> Yes <input type="checkbox"/> No Percentage of time willing to travel? _____ Date Available for work _____ Wage or Salary Desired _____		

GENERAL INFORMATION

Have you previously been employed by Jayhawk Fine Chemicals?
 Yes
 No
 If yes, when? _____

Do you have relatives employed by Jayhawk?
 Yes
 No
 If yes, list names _____

Are you authorized to work in the United States on a full time permanent basis?
 Yes
 No
 (proof of eligibility will be required upon employment)

Are you atleast 18 years of age?
 Yes
 No

Have you signed any agreements with former employers that may restrict you from working for Jayhawk?
 Yes
 No

During the last seven (7) years, have you been convicted of a crime other than minor traffic offenses?
 Yes
 No

(A conviction will not necessarily be a bar to employment. Please explain the circumstances.)

Have you ever been discharged from any employment or ask to resign?
Yes
No

(A yes answer will not necessarily be a bar to employment. Please explain the circumstances.)

Are you able to complete the essential job functions of the position for which you are applying for with or without accommodation?
 Yes
 No

Briefly describe the type of work you desire and indicate specialty areas of training, certificates, specialized skills, or experience:

PLEASE FILL OUT COMPLETELY, EVEN IF RESUME IS INCLUDED

Education
 (Start with the last school attended before College level)

	School Name and Address	Course of Study	Did You Graduate?	Type of Degree	Mo/Yr Graduated
School					
College					
College					
Other					

Employment History
 (Start with the last school attended before College level)

Present or Last Job	
Dates Held: From: _____	Your Position: _____
Employer's Name: _____	Address: _____ Telephone: _____
Supervisor's Name: _____	Supervisor's Title: _____
Duties You Performed: _____	
Base Salary: \$ _____	Bonus: _____
Reason for Leaving: _____	
Second to Last Job	
Dates Held: From: _____	Your Position: _____
Employer's Name: _____	Address: _____ Telephone: _____
Supervisor's Name: _____	Supervisor's Title: _____
Duties You Performed: _____	
Base Salary: \$ _____	Bonus: _____
Reason for Leaving: _____	
Third to Last Job	
Dates Held: From: _____	Your Position: _____

Employer's Name:	Address	Telephone:
Supervisor's Name:	Supervisor's Title:	
Duties You Performed:		
Base Salary: \$	Bonus:	
Reason for Leaving:		
Fourth to Last Job		
Dates Held:	Your Position:	
Employer's Name:	Address	Telephone:
Supervisor's Name:	Supervisor's Title:	
Duties You		
Base Salary: \$	Bonus:	
Reason for Leaving:		

During the last seven (7) years, have you been convicted of a crime other than minor traffic offense? Yes No
 (A conviction will not necessarily be a bar to employment. Please explain the circumstances.)

Have you ever been discharged from any employment or asked to resign? Yes No If yes, please provide the details
 (A yes answer will not necessarily be a bar to employment. Please explain the circumstances.)

Are you able to complete the essential job functions of the position for which you are applying for with or without accommodation? Yes No

Briefly describe the type of work you desire and indicate specialty areas of training, certificates, specialized skills or experience:

PLEASE FILL OUT COMPLETELY, EVEN IF RESUME IS INCLUDED

Education
 (Start with the last school attended before College level)

	School Name and Address	Course of Study	Did you graduate?	Type of Degree Received	Mo/Yr Graduated
School					
College					
College					
Other					

Business References
 (List business references; that is, people who can discuss your work. DO NOT list relatives.)

Full Name	Phone Number	Position/Place of Employment	Work Relationship	Years Known

Do you authorize Jayhawk to secure references on your performance and ability from your Present Employer? Yes No

I understand that any misstatement, omission or misleading information given in my application or interview, or in connection with Jayhawk Fine Chemicals records may result in the rejection of my application, the withdrawal of any offer of employment, or my dismissal. I authorize an investigation into all such information.

I understand that the company has a Drug and Alcohol Policy that requires pre-employment testing, as well as testing during employment (if offered), that consent to and compliance with such Policy is a condition of my employment, and that employment and continued employment is based upon the successful passing of testing under such Policy.

I understand that, depending upon the position for which I am applying; if I am employed I may be required to sign an agreement regarding inventions and confidentiality.

I understand that an offer of employment is contingent upon the completion of a satisfactory background investigation and employment verification. I authorize such investigation and give my permission to all former employers, all schools which I attended, and named references in this application to release information relative to my academic record and employment record (including but not limited to job performance, evaluations, and reason for separation) to Jayhawk Fine Chemicals. I hereby release Jayhawk Fine Chemicals and the Company providing the information (including any person giving and receiving such information) from any liability whatsoever as a result of any information requested and given, and its use in making a decision as to whether or not to offer employment.

I understand that my offer of employment may be revoked if it is determined that I cannot perform the essential job functions of the position with or without a reasonable accommodation, or if providing a reasonable accommodation would impose an undue hardship on Jayhawk Fine Chemicals, or if my employment would pose a direct threat of substantial harm to myself or others.

I UNDERSTAND THAT IF EMPLOYED BY Jayhawk Fine Chemicals, I WILL BE EMPLOYED AT-WILL, WHICH MEANS I CAN VOLUNTARILY END MY EMPLOYMENT OR BE TERMINATED AT ANY TIME WITHOUT CAUSE OR NOTICE. NO STATEMENT, WHETHER WRITTEN OR ORAL, BY ANY REPRESENTATIVE, OTHER THAN A WRITTEN STATEMENT SIGNED BY THE PRESIDENT OF THE CORPORATION MAY VARY THE FOREGOING.

 Signature Date

It is the policy of Jayhawk Fine Chemicals to recruit, hire, assign, train, transfer, promote, lay off, and compensate employees at all levels and in all areas on the basis of merit and ability and without discrimination because of race, color, religion, age, gender, national origin, disability, or because he/she is disabled veteran or a Vietnam era veteran or any other legally protected status.