

Date:

Position Applying For:



Fine Chemicals Corporation

8545 SE Jayhawk Dr Galena KS 66739

### Application for Employment

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Last Name	First Name	Middle Initial
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Street Address	Apt. #	City	State	Zip Code
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Phone Number (Include area code)	Able to receive texts? Yes <input type="checkbox"/> or No <input type="checkbox"/>	Email Address
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Are you at least 18 years of age?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Check when available to work:	Full Time <input type="checkbox"/>	Temporary <input type="checkbox"/>	Shift Work <input type="checkbox"/>
	Part Time <input type="checkbox"/>	Overtime <input type="checkbox"/>	Weekends <input type="checkbox"/>

How did you learn about us:	Friend <input type="checkbox"/>	Walk In <input type="checkbox"/>	Advertisement <input type="checkbox"/>
	Employment Agency <input type="checkbox"/>	Relative <input type="checkbox"/>	Other <input type="checkbox"/>

Are you willing to travel if the position requires?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Percentage of time willing to travel: \_\_\_\_\_

Date available for work: _____	Wage or salary desired: _____
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Have you previously been employed by Jayhawk Fine Chemicals? If yes, when?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Do you have any relatives currently employed by Jayhawk? If yes, whom?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Are you authorized to work in the United States on a full time permanent basis? (Proof of eligibility will be required upon employment.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Have you signed any agreements with former employers that may restrict you from working for Jayhawk? Yes  No

During the last 7 years have you been convicted of a crime other than a minor traffic offense? Yes  No

If yes, please explain. A conviction will not necessarily bar you from employment.


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

If yes, please provide details.


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

Indicate areas of special training, skills, or experience and any certificates held.


**Education**

School Name and Address	Course of Study	Did you graduate?	Type of Degree Received	Month/Year Graduated
High School				
College				
College				
Other				

### Employment History

Please complete even if attaching a resume.

#### Present or Most Recent Job

Dates Held:	From:	To:	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:	To:	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:	To:	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:	From:	To:	Position:
Employer's Name:	Address:		Telephone:
Supervisor's Name:	Supervisor's Title:		
Duties you performed:			
Base salary:	Bonus:		
Reason for leaving:			

### Business References

List business references; that is, people who can discuss your work. DO NOT LIST RELATIVES.

Full Name	Phone	Employer	Relationship	Years Known
1				
2				
3				

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*