

JPI, INC.
100 Holiday Dr
Englewood OH 45322

Employment Application

An Equal Opportunity Employer

JPI, 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. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

All applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

Please print and fill out all sections DATE OF APPLICATION: _____

Applicant Information

Applicant Name _____

Home Phone _____

Additional Contact Number(s) _____

Email Address _____

Current Address:

Number and street _____

City _____

State & Zip _____

How were you referred to JPI, Inc.?: _____

Employment Positions

Position(s) applying for: _____

Are you applying for:

- Temporary work – such as summer or holiday work? [] Y or [] N
- Regular part-time work? [] Y or [] N
- Regular full-time work? [] Y or [] N

What days and hours are you available for work? _____

If applying for temporary work, when will you be available?

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If hired, on what date can you start working? ___ / ___ / ___

Are you available to work overtime? Y or N

If employed and you are under 18, can you furnish a work permit? Y or N

Are you on layoff or subject to recall? Y or N

Personal Information:

Have you ever applied to / worked for JPI, Inc. before? Y or N

If yes, please explain (include date): _____

Do you have any friends, relatives, or acquaintances working for JPI, Inc.? Y or N

If yes, state name(s) & relationship(s): _____

- 1) Blood relation Y or N
- 2) Family ties or relationship by marriage Y or N
- 3) Friend Y or N

If hired, would you have transportation to/from work? Y or N

Can you travel if the job requires it? Y or N

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? Y or N

If hired, are you willing to submit to and pass a controlled substance test? Y or N

Do you have any physical, mental, or medical impairment or disability that would limit your job performance for the position for which you are applying? Y or N

If Yes, please indicate: _____

Are there workplace accommodations which would assure better job placement and/or enable you to perform your job to your maximum capability? Y or N

If Yes, please indicate: _____

Are you able to perform the essential functions of the job for which you are applying? Y or N

If no, describe the functions that cannot be performed

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Have you ever been convicted of a criminal offense (felony or misdemeanor)? Y or N

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

Education, Training and Experience

High School:

School name: _____

School address: _____

School city, state, zip: _____

Number of years completed: _____

Did you graduate? Y or N

Degree / diploma earned: _____

College / University:

School name: _____

School address: _____

School city, state, zip: _____

Number of years completed: _____

Did you graduate? Y or N

Degree / diploma earned: _____

Vocational School:

Name: _____

Address: _____

City, state, zip: _____

Number of years completed: _____

Did you graduate? Y or N

Degree / diploma? : _____

Military:

Branch: _____

Rank in Military: _____

Total Years of Service: _____

Skills/duties: _____

Related details: _____

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Additional Information

Please indicate what foreign languages you speak, read, and write:

	Fluently	Good	Fair
Speak			
Read			
Write			

Do you have any other experience, training, qualifications, or skills which you feel should be brought to our attention, in the case that they make you especially suited for working with us?
 Y or N

If yes, please explain _____

Employment History

Below, please describe past and present employment positions, dating back five years. Please account for all periods of unemployment. **Even if you have attached a resume, this section must be completed.**

Employer	Dates Employed	
Address	From	To
Job Title		
Supervisor	Hourly rate/Salary	
Reason for Leaving	Starting	Final
Work Performed		
Employer	Dates Employed	
Address	From	To
Job Title		
Supervisor	Hourly rate/Salary	
Reason for Leaving	Starting	Final
Work Performed		
Employer	Dates Employed	
Address	From	To
Job Title		
Supervisor	Hourly rate/Salary	
Reason for Leaving	Starting	Final
Work Performed		
Employer	Dates Employed	
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Job Title		
Supervisor	Hourly rate/Salary	
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Work Performed		

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Are you currently employed? [] Y or [] N

If you are currently employed, may we contact your current employer? [] Y or [] N

References

List below three persons who have knowledge of your work performance within the last five years. Please include professional references.

Name - First, Last: _____
Telephone Number: _____
Address: _____
City, state, zip: _____
Occupation: _____
Number of Years Acquainted: _____

Name - First, Last: _____
Telephone Number: _____
Address: _____
City, state, zip: _____
Occupation: _____
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Name - First, Last: _____
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Please Read and Initial Each Item Below, then Sign

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true & correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure can be grounds for rejection of application or, if I am employed by JPI, Inc., terms for my immediate expulsion from the JPI, Inc..

I understand that if I am employed by JPI, Inc., my employment is not definite and can be terminated at any time either with or without prior notice by JPI, Inc. for a period of 90 days. This period is only 30 days if I worked for a staffing agency for 720 hours and was then hired by JPI, Inc.

I permit JPI, Inc. to examine my references, record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release JPI, Inc., my former employers & all other persons, corporations, partnerships & associations from any & all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

I permit JPI, Inc. to perform a background check. _____

Applicant's Signature: _____

Date: _____

For HR use only

Reviewed by: _____

Date: _____
