

# S & J Supply Co., Inc.

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## APPLICATION FOR EMPLOYMENT

Date of Application: \_\_\_\_\_

Please print your answers. A resume may be attached to this application, but does not take the place of the information requested on this form.

PERSONAL INFORMATION				
Last Name	First Name	M.I.	Social Security Number	
Street Address		Apt. No.	City	State
Home Phone		Cell Phone	E-mail Address	
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Proof of U.S. citizenship or immigration status will be required upon employment)</small>			

EMPLOYMENT DESIRED				
Position	Date you can start	Salary desired	Available to work <input type="checkbox"/> Full time <input type="checkbox"/> Part time	
Have you ever worked for this Company before? <input type="checkbox"/> Yes <input type="checkbox"/> No			Reason(s) for leaving?	
Where? _____	Position? _____			
Dates? _____	Supervisor? _____			
How did you hear about our Company?		If position applied for requires driving: Driver's license # _____ State _____ Class _____		

EMPLOYMENT HISTORY <small>List former employers or work experience, starting with the most recent.</small>				
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Name of present or most recent employer		Supervisor name/title		Phone
Street Address		Suite No.	City	State
Start Date	End Date	Starting salary \$	Ending salary \$	Reason(s) for leaving?
Job title		Description of work		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of former employer		Supervisor name/title		Phone
Street Address		Suite No.	City	State
Start Date	End Date	Starting salary \$	Ending salary \$	Reason(s) for leaving?
Job title		Description of work		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of former employer		Supervisor name/title		Phone
Street Address		Suite No.	City	State
Start Date	End Date	Starting salary \$	Ending salary \$	Reason(s) for leaving?
Job title		Description of work		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of former employer		Supervisor name/title		Phone
Street Address		Suite No.	City	State
Start Date	End Date	Starting salary \$	Ending salary \$	Reason(s) for leaving?
Job title		Description of work		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

MILITARY SERVICE			
Branch	Start Date	End Date	Rank attained
Are you presently serving in the National Guard or the Reserves? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, when does your commitment end? _____			
Was your separation from the military for any reason other than an honorable discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No			

EDUCATION				
High school	Location	No. of years	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major
College	Location	No. of years	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major
Graduate school	Location	No. of years	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major
Trade, business or correspondence school	Location	No. of years	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major

REFERENCES			
Please give names of three persons not related to you whom you have known at least one year.			
Name	Address	Phone	Years acquainted
Name	Address	Phone	Years acquainted
Name	Address	Phone	Years acquainted

**CRIMINAL HISTORY**

A conviction (felonies or serious misdemeanors) may be relevant if job-related, but does not necessarily disqualify you from employment.

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? *		<input type="checkbox"/> Yes <input type="checkbox"/> No	How many times? _____
If yes, conviction date(s)	Explanation		

\* Do not identify marijuana-related misdemeanor convictions occurring more than two years ago or convictions for which the criminal record has been expunged, sealed, or eradicated by the court, or misdemeanor convictions for which any probation has been completed and the case dismissed by the court.

**APPLICANT'S CERTIFICATION AND ARBITRATION AGREEMENT**

**Important: please read carefully before signing**

I hereby certify that the information contained in this application for employment and any resume or other documentation or information submitted is true, correct, and complete to the best of my knowledge. I understand that S & J Supply Company, Inc. ("S & J") will rely on this information in evaluating my application, and that, if employed, any falsification of information or significant omissions will constitute grounds for immediate dismissal, whenever discovered.

Except as expressly noted, I agree that S & J may contact any person, school, present employer, past employers, references, and organizations named in this application for employment, any resume, or other documentation that I provided to check this information and any matter related to my employment. I also authorize any person, school, present employer, past employers, references, and organizations named in this application for employment, any resume, or other documentation to provide S & J with records, information, and opinion that may be useful in making a hiring decision. I waive and release all informants, companies, schools, and organizations from all liability or damages that may result from the use, disclosure, or release of this information and opinion, whether it's favorable or unfavorable to me.

**I understand that if S & J hires me, I will be an At-Will employee with no agreement or guarantee about the length of my employment. I may be transferred, reassigned, suspended or demoted, and either S & J or I may terminate my employment relationship at will, at any time, with or without cause, and with or without notice. I further understand that no management representative of S & J, except the Vice President or President, has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than At-Will, and then only in writing.**

If I become employed, in consideration of my employment, I understand that I must comply with the rules, regulations, policies and procedures of S & J.

I agree to submit to mediation and binding arbitration of all disputes and claims arising out of this application and, in the event that I am hired, all disputes and claims arising out of my employment or relationship with S & J (except workers' compensation, unemployment insurance, and California Labor Commissioner claims), including, but not limited to, claims of breach of contract, wrongful termination, violation of public policy, discrimination, harassment, or any injury to my physical, mental, or economic interests. This means that a neutral mediator or arbitrator, rather than a court or jury, will decide the dispute. As such, I am voluntarily waiving my right to a court or jury trial. I agree that any mediation or arbitration will be conducted in accordance with S & J's Employee Handbook and the rules of the American Arbitration Association in effect at the time the claim is filed, and will be held in North Orange County, California.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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## DRIVER HISTORY FORM

Date: \_\_\_\_\_

**This form is required prior to driving a Company vehicle.**

Please print your answers and attach a copy of your current MVR printout from the DMV.

DRIVER INFORMATION				
Last Name	First Name	M.I.	Social Security Number	
Street Address	Apt. No.	City	State	Zip Code
Valid Driver's License #	Expiration Date		State	Class

### DRIVING HISTORY All questions MUST be answered

1. Have you held a license in any other state during the past 36 months?

Yes  No If Yes, give state(s) and date(s):

From Date \_\_\_\_\_ To \_\_\_\_\_ State \_\_\_\_\_

From Date \_\_\_\_\_ To \_\_\_\_\_ State \_\_\_\_\_

2. Have you been convicted of driving while impaired or under the influence of alcohol and/or drugs within the past three years?

Yes  No If Yes, give explanation(s) and date(s):

\_\_\_\_\_  
\_\_\_\_\_

3. Have you refused to submit to a Blood Alcohol Content (BAC) test within the past three years?

Yes  No If Yes, give explanation(s) and date(s):

\_\_\_\_\_  
\_\_\_\_\_

4. Have you been convicted of reckless driving, or leaving the scene of an accident, or committing a felony involving a vehicle within the past three years?

Yes  No If Yes, give explanation(s) and dates):

\_\_\_\_\_  
\_\_\_\_\_

5. Have you had your operator's license suspended, revoked or administratively restricted within the past three years?

Yes  No If Yes, give explanation(s) and date(s):

\_\_\_\_\_  
\_\_\_\_\_

6. Have you been convicted or found at fault for any non-fatal accident involving a motor vehicle during the past three years?

Yes  No If Yes, list the date(s):

\_\_\_\_\_  
\_\_\_\_\_

7. Have you been convicted or found at fault for any fatal accidents involving a motor vehicle during the past three years?

Yes  No If Yes, list the date(s):

\_\_\_\_\_  
\_\_\_\_\_

8. Have you been convicted of any other moving vehicle violations during the past three years?

Yes  No If Yes, list type(s) and date(s):

\_\_\_\_\_  
\_\_\_\_\_

I certify that the answers provided to the questions on this Driver History form are true to the best of my knowledge. I authorize S&J Supply Company, Inc. or its designated representative(s) to obtain information regarding my driving record in any state at any time while I am employed by (or seeking employment with) the Company. I understand that any misstatement of the facts on this form may be grounds for termination of employment, whenever discovered. In the event that my MVR indicates that I am a "High Risk Driver" as defined in the glossary of the S & J Supply Company, Inc. Fleet Safety Program, I understand that I may be subject to dismissal.

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date