

J.C. Stone, Inc.
539 Rockland Road, Jefferson Maine
04348
Tel. (207)549-4729/Fax (207)549-4032

Employment Application

J.C. Stone, Inc. is an Equal Opportunity Employer

Our company provides equal employment opportunities to all persons without regard to race, color, sex, religion, national origin, age, veteran status, sexual orientation or other basis prohibited by law. In addition, J.C. Stone, Inc. does not discriminate on the basis of physical or mental disability where the essential functions of the job, as reasonably accommodated, do not require such distinction. No question on this application is intended to secure information to be used for unlawful purposes.

Applicant Data

Application for employment at J.C. Stone, Inc. is consistent with the provisions of the Americans with Disability Act (ADA) and the Maine Human Rights Act, applicants may request accommodations needed to participate in the application process.

Please print all information requested except signature:

Date: _____

Full Name: _____
Last First Middle Maiden

Present address: _____
Number Street City State Zip

How long? _____ Social Security #: _____ - _____ - _____

Telephone: _____ Home _____ Cell _____

If under 18, please list age: _____ E-mail Address _____

Date Available to work: _____

Position applied for: _____ Availability:
Days _____
Nights _____

and salary desired: _____

Employment desired: ☐ FULL-TIME ONLY ☐ PART-TIME ONLY ☐ FULL- OR PART-TIME

Are you a citizen of the United States? ☐ Yes ☐ No

If not, are you legally allowed to work in the United States? ☐ Yes ☐ No

Education

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Business or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? ☐ No ☐ Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

DO YOU HAVE A DRIVER'S LICENSE? % Yes % No

What is your means of transportation to work?

Driver's license number: _____ State Issued: _____ Class: _____ Expires: _____

Have you had any accidents during the past three years?

How many? _____

Have you had any moving violations during the past three years?

How Many? _____

Military

HAVE YOU EVER BEEN IN THE ARMED FORCES? % Yes % No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? % Yes % No

Specialty: _____ Date Entered: _____ Discharge Date: _____

Work Experience Please list at least your last four employers, describing your current or most recent position first. If you were self-employed, please indicate your business name.

If additional space is needed, please continue on a separate sheet of paper.

Name of employer: Address: City, State, Zip Code: Phone number:	Name of Last Supervisor	Employment Dates	Hourly or Salary?
		From: To:	Start: Final:
	Your last job title:		

Reason for leaving (be specific):

Please list the jobs you held, duties performed, skills used or learned, advancements or promotions achieved while you worked at this company.

Name of employer: Address: City, State, Zip Code: Phone number:	Name of Last Supervisor	Employment Dates	Hourly or Salary?
		From: To:	Start: Final:
	Your last job title:		

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	Your last job title:		

Reason for leaving (be specific):

Please list the jobs you held, duties performed, skills used or learned, advancements or promotions achieved while you worked at this company.

Please use the space below to summarize your background (including community/volunteer work), your skills and qualifications and any other information relevant to the position you are applying for.

Have you ever been employed at our company before? ☐ Yes ☐ No If yes, dates: _____

May we contact your present employer? ☐ Yes ☐ No

Did you complete this application yourself? ☐ Yes ☐ No

If not, please identify the person who did: _____

How did you hear about our company/this position? _____

PLEASE READ CAREFULLY

Application Form Waiver

In exchange for the consideration of my job application by J.C. Stone, Inc. (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of, J.C. Stone, Inc. The **employment-at-will** relationship between the Company and the undersigned cannot be altered except by a written instrument signed by the President of the Company. Both the undersigned and J.C. Stone, Inc., may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I authorize J.C. Stone, Inc. to engage a consumer-reporting agency to investigate my credit and personal history.- If a report is obtained, the company must provide, at my written request, the name and address of the agency so I may obtain from them the nature and substance of the report as required by the Fair Credit Reporting Act.

If extended an offer of employment, I consent to undergo a pre-placement physical examination by a health professional selected by the Company. I understand that any offer of employment may be conditional upon the results of this post-offer examination.

I further understand that, if hired, **my employment with J.C. Stone, Inc. shall be probationary for a period of ninety (90) days**, and that at any time during the probationary period or thereafter, my employment relation with J.C. Stone, Inc. is terminable at will for any reason by either party.

I certify that all of the statements contained in this Employment Application or accompanying forms are true and complete. I understand that any false statements, omissions, or misrepresentations will constitute sufficient cause and reason for either refusal to hire or termination from employment.

Signature of Applicant: _____ Date: _____

Thank you for completing this application form and for your interest in our business.