

Name \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print) Last First Middle Initial

Position Applying For \_\_\_\_\_



**Junior Achievement<sup>®</sup>**

**Pre-Employment Application**

## Personal Information (Please print.)

|  |  |                              |                                |
|--|--|------------------------------|--------------------------------|
| Last Name, First Name, Middle Name   |  | Home Phone No.<br>( ) ( )    | Alternate Phone No.<br>( ) ( ) |
| Address (Street, City, State, Zip Code)  |  |                              |                                |
| Are you at least 18 years old?   | Were you ever employed by Junior Achievement?            | Referred by                  |                                |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | <input type="checkbox"/> Yes <input type="checkbox"/> No |                              |                                |
| Are you able to provide upon employment proof of citizenship or a valid work permit by presenting a valid picture identity card, Social Security card, birth certificate, and/or valid work authorization documentation? |  |                              | Date available for work        |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |                              |                                |
| Do you have any friends or relatives working for Junior Achievement?   |  | <input type="checkbox"/> Yes | <input type="checkbox"/> No    |

## General Information

|   |                                |   |
|---|--------------------------------|---|
| Have you ever been convicted of a felony (including but not limited to: robbery, embezzlement, forgery, perjury, tax evasion, etc.)?  |                                |   |
| <input type="checkbox"/> No   |                                |   |
| <input type="checkbox"/> Yes If yes, please explain: _____<br>_____<br>_____  |                                |   |
| No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature, date, circumstances, and relevance of the offense to the position(s) applied for may, however, be considered. |                                |   |
| Position desired  | Minimum salary you will accept | <input type="radio"/> Full-Time<br><input type="radio"/> Part-Time<br><input type="radio"/> Temporary |
| Will you consider employment at any other Junior Achievement locations?   |                                |   |
| <input type="checkbox"/> No   |                                |   |
| <input type="checkbox"/> Yes If yes, where?   |                                |   |

## Special Skills

|  |   |   |   |
|--|---|---|---|
| Typing   | Shorthand   | <input type="checkbox"/> 10 Key                               | <input type="checkbox"/> Teaching Experience    |
| WPM  | WPM   | <input type="checkbox"/> Touch <input type="checkbox"/> Sight | <input type="checkbox"/> Supervisory Experience |
| Computers:   | <input type="checkbox"/> Word Processing - Specify: | Other Computer Skills - List:                                 |   |
| <input type="checkbox"/> Data Entry<br><input type="checkbox"/> Excel  |   |   |   |
| Others:  |   |   |   |
| List trade or other organizations of which you are a member, including offices held. Exclude any labor organizations or any organization that name and character of which indicate race, color, religion, sex, age, national origin, or ancestry of its members. |   |   |   |
|  |   |   |   |
|  |   |   |   |

## Education Information

| School           | Number of Years Completed | Name and Location   | Major | Grade Average | Graduate  | Degree(s) Received |
|------------------|---------------------------|---------------------|-------|---------------|---|--------------------|
| High School      |                           | Name<br>City/ State |       |               | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                    |
| College          |                           | Name<br>City/ State |       |               | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                    |
| Graduate School  |                           | Name<br>City/ State |       |               | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                    |
| Technical School |                           | Name<br>City/ State |       |               | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                    |
| Other            |                           | Name<br>City/ State |       |               | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                    |

# Employment History

In the space below, please list your last four employers starting with the present or most recent. Please be specific in describing duties and responsibilities of each position.

|   |                  |            |   |
|---|------------------|------------|---|
| From                                    | To               | Employer   | May we contact?   |
| /                                       | /                |            | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| Address (Street, City, State, Zip Code) |                  |            |   |
| Beginning Pay<br>\$                     | Ending Pay<br>\$ | Supervisor | Phone No.<br>( )  |
|   |                  |            | <input type="checkbox"/> Full-Time    Job Title<br><input type="checkbox"/> Part-Time |
| Duties and Responsibilities             |                  |            |   |
| Reason for Leaving                      |                  |            |   |

|   |                  |            |   |
|---|------------------|------------|---|
| From                                    | To               | Employer   | May we contact?   |
| /                                       | /                |            | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| Address (Street, City, State, Zip Code) |                  |            |   |
| Beginning Pay<br>\$                     | Ending Pay<br>\$ | Supervisor | Phone No.<br>( )  |
|   |                  |            | <input type="checkbox"/> Full-Time    Job Title<br><input type="checkbox"/> Part-Time |
| Duties and Responsibilities             |                  |            |   |
| Reason for Leaving                      |                  |            |   |

|   |                  |            |   |
|---|------------------|------------|---|
| From                                    | To               | Employer   | May we contact?   |
| /                                       | /                |            | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| Address (Street, City, State, Zip Code) |                  |            |   |
| Beginning Pay<br>\$                     | Ending Pay<br>\$ | Supervisor | Phone No.<br>( )  |
|   |                  |            | <input type="checkbox"/> Full-Time    Job Title<br><input type="checkbox"/> Part-Time |
| Duties and Responsibilities             |                  |            |   |
| Reason for Leaving                      |                  |            |   |

|   |                  |            |   |
|---|------------------|------------|---|
| From                                    | To               | Employer   | May we contact?   |
| /                                       | /                |            | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| Address (Street, City, State, Zip Code) |                  |            |   |
| Beginning Pay<br>\$                     | Ending Pay<br>\$ | Supervisor | Phone No.<br>( )  |
|   |                  |            | <input type="checkbox"/> Full-Time    Job Title<br><input type="checkbox"/> Part-Time |
| Duties and Responsibilities             |                  |            |   |
| Reason for Leaving                      |                  |            |   |

Account for periods of break in employment as listed above.

Receipt of this application does not imply that the applicant will be employed.

**Please read carefully before signing.**

I certify that the foregoing information is correct and complete and that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed regardless of the time elapsed before discovery.

I authorize Junior Achievement to investigate these statements, references, previous employers, and school records and authorize the release of such information without liability. I understand that there is no express or implied contract of employment and that, if hired, employment is not for any definite or determinable period. In understand that, if hired, I have been hired at the will of the employer and that my employment may be terminated, at will, at any time, with or without prior notice, at the option of either myself or the employer.

Signature \_\_\_\_\_ Date \_\_\_\_\_

This application will be considered without regard to race, color, religion, age, sex, national origin, disability, veteran status, or any other protected characteristic as established by state or local law.