



EMPLOYMENT APPLICATION

Application must be completed in full

Name		Social Security Number		Date	
Current Address		City	State	Zip Code	
Other name(s) which records may be kept (employment, academic, etc)		Home Phone #		Cell Phone #	
Email address:					
How were you referred to J & J Service Solutions?					
<input type="checkbox"/> Walk-In		<input type="checkbox"/> Advertisement		<input type="checkbox"/> Employee Referral: Name: _____	
<input type="checkbox"/> Placement Agency		<input type="checkbox"/> State Employment Office		<input type="checkbox"/> Other: _____	
Have you ever work for J & J Service Solutions or any of its subsidiaries or affiliates? <input type="checkbox"/> No <input type="checkbox"/> Yes					
If YES, where? _____			Dates: _____		
Reason for leaving: _____					
In the past, have you been released from prison following a conviction or have you been convicted of a felony or misdemeanor (excluding minor traffic violations) or are you awaiting prosecution for a felony? (Exclude sealed or expunged convictions.) <input type="checkbox"/> No <input type="checkbox"/> Yes					
Names of any relatives employed by J & J Services Solutions or its subsidiaries or affiliates:					
What position(s) are you applying for? _____					
Are you able to work:		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		Date Available: _____	
Specify any hours and/or days you ARE NOT available for work:					
Su: _____ M: _____ Tu: _____ W: _____ Th: _____ F: _____ Sa: _____					
Are you willing to travel for work? <input type="checkbox"/> No <input type="checkbox"/> Yes					

EDUCATION

Please list any education, training or specialized experience you feel relates to the position(s) applied for that would help you perform the work, such as high school, colleges, degrees, licenses, vocational or technical programs, military training, foreign language proficiency, etc.

School Name / Address		Subject / Major
High School	Graduate? Y / N	
College / University	Date:	
Other	Date:	
Degrees, licenses, special achievements, experience or training:		

EMPLOYMENT UNDERSTANDING

Please read the following carefully before signing as it contains terms and conditions that affect your application and potential employment.

In exchange for J & J Service Solutions consideration of this application, and my possible employment with J & J Service Solutions, I agree to the following terms and conditions:

employment. I realize that the investigation may include contacting my current or prior employers and references unless I have indication otherwise on this form. I authorize any party contacted by J & J Service Solutions to disclose information about me and to fully respond to J & J Service Solutions inquiries. I release any and all parties connected with the investigation from any and all claims or liabilities arising from the soliciting or furnishing of information as part of that investigation.

2. Employment at Will: I understand that any employment I might obtain with J & J Service Solutions is at will. I further acknowledge that company policies, manuals or other similar documents are meant to be explanations of current benefits or programs that are subject to change and they do not change the terms of my at-will employment. I also understand that only senior corporate officers have the authority to change my at-will status, which any change must be in writing and signed by an officer, and that at any time or for any reason, I may resign my position or J & J Service Solutions may terminate my employment.

3. Alcohol and Drug Testing/Medical Exam: I understand that J & J Service Solutions has a strong policy concerning alcohol and drug use and that after a conditional offer of employment, I will have to take and pass J & J Service Solutions drug-screening test and may be required to take a medical exam. I also understand that during the course of my employment with J & J Service Solutions, I may be required to submit to a job-related medical exam and may be subject to drug and/or alcohol testing under certain conditions as defined by company policy.

4. Federal Drug Free Workplace Statement: J & J Service Solutions complies with the Drug Free Workplace Act. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in J & J Service Solutions workplaces. I understand that as a condition of employment each associate at J & J Service Solutions must (a) abide by the terms of this statement and (b) notify J & J Service Solutions in writing of any criminal drug-statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction. I also understand that within 30 calendar days after receiving notice of a workplace drug conviction, J & J Service Solutions will (a) take appropriate disciplinary action against the associate, up to and including termination, and/or (b) require the associate to satisfactorily participate in an associate assistance or rehabilitation program.

5. Criminal Record Check: Unless restricted by law, I understand that in conjunction with my application for employment, J & J Service Solutions may conduct a criminal-record check of criminal convictions and pending prosecutions and that information obtained as a result of this record check may, but will not necessarily, result in my not receiving an offer of employment, withdrawal of an offer of employment, or termination of employment.

6. Discoveries and Inventions: I agree to treat as for J & J Service Solutions sole benefit, any and all ideas, discoveries, inventions and/or improvements that I make, either alone or with others, at any time while I am employed with J & J Service Solutions and which relates to J & J Service Solutions business interest and which relate to my areas of responsibility or which result from any specifically assigned tasks. I further agree to fully and promptly disclose and assign these items to J & J Service Solutions without any additional consideration or compensation. In furtherance of this obligation, I agree at any time to sign any papers and do any acts which J & J Service Solutions may reasonably require of me to protect its right to these items. (For California residents: I understand that this Agreement becomes valid once I am employed at J & J Service Solutions; and I further understand that the requirements in this Agreement or Assignment to you will not apply to any invention that qualifies fully under the provisions of Section 2870 of the California Labor Code.)

7. Confidential Information: During and after any employment with J & J Service Solutions, I will not divulge or appropriate for my own use or for the use of others, except as J & J Service Solutions may authorize or direct, any knowledge or information obtained by me during my employment and considered by J & J Service Solutions to be secret or confidential.

8. Authorization to Work in the United States: I understand that if I am offered employment with J & J Service Solutions, I must provide documentation to establish that I am either a U.S. citizen or an alien lawfully authorized to work in the United States and that if I am unable to provide such documentation, my offer of employment may be revoked.

I verify that the information I have provided on this application is true and accurate and that I am legitimately seeking a job with J & J Service Solutions. I understand that any omission of information requested or any false or misleading information that I furnish on or in connection with this application for employment may result in rejection of my application or termination of my employment.

By signing below, I certify that I have read and agree to the terms of the above Employment Understanding.

Applicant's Signature

Date

Witness Signature

Date