

Name _____ Date _____
(Please Print) Last First Middle Initial

Position Applying For _____



Junior Achievement[®]

Pre-Employment Application

Personal Information (Please print.)

Last Name, First Name, Middle Name		Home Phone No. ()	Alternate Phone No. ()
Address (Street, City, State, Zip Code)			
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	Were you ever employed by Junior Achievement? <input type="checkbox"/> Yes <input type="checkbox"/> No	Referred by	Date available for work
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? <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

Position desired	Minimum salary you will accept	<input type="radio"/> Full-Time <input type="radio"/> Part-Time <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 WPM WPM	<input type="checkbox"/> 10 Key <input type="checkbox"/> Touch <input type="checkbox"/> Sight	<input type="checkbox"/> Teaching Experience <input type="checkbox"/> Supervisory Experience
Computers: <input type="checkbox"/> Data Entry <input type="checkbox"/> Excel	<input type="checkbox"/> Word Processing - Specify:	Other Computer Skills - List:
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 City/ State			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		Name City/ State			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School		Name City/ State			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Technical School		Name City/ State			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other		Name City/ State			<input type="checkbox"/> Yes <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 \$	Ending Pay \$	Supervisor	Phone No. ()	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Job Title
Duties and Responsibilities					
Reason for Leaving					

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Address (Street, City, State, Zip Code)					
Beginning Pay \$	Ending Pay \$	Supervisor	Phone No. ()	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Job Title
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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. I 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.