

J. D. NEWMAN

Inc.

GENERAL APPLICATION FOR EMPLOYMENT

J. D. Newman Inc. is an Equal Opportunity Employer, and selects the best matched individual for each position based on job related criteria and without regard to race, color, sex, national origin, age, disability, certain status, or any other protected status as defined in local, state, or federal fair employment guidelines. Statements made by applicants are subject to careful review for accuracy. Any misrepresentations or omission will result in disqualification from further consideration for employment or discharge from employment if discovered after the individual's hire date. This application will remain in active file for thirty (30) days, and if consideration after that time is expected, the applicant must reapply in person.

Personal Information:

Name: _____
Last First Middle Initial

Address: _____
Street City State Zip

Telephone: () _____ - _____ Social Security Number: _____ - _____ - _____

Position Applying For: _____

Other Positions that you would consider: _____

Please Circle Your Responses:

Are you 18 years of age or older? **Yes No**

Are you a citizen of the USA? **Yes No**

Have you applied here previously? **Yes No**

Do you have a Driver's License? **Yes No**

Have you ever been terminated from employment? **Yes No**

May we contact your current employer for information? **Yes No**

Type of Employment: **Full Time Part Time Temporary**

What date are you available to begin? _____

Will you provide proof of your legal work status when requested? **Yes No** Have you ever been convicted of a crime? **Yes No** (not traffic convictions)

What days and hours can you work? **_Anytime_ _Sunday_ _Monday_ _Tuesday_ _Wednesday_ _Thursday_ _Friday_ _Saturday**

Education:

What was the highest grade completed? (Include college and related technical training): _____

Name of the last school attended: _____

Degree or certification: _____

Employment History (Please begin with most recent)

Employer: _____ Phone: _____

Address: _____

Supervisor: _____ Your Position/Duties: _____

Reason for Leaving: _____

Date Hired: _____ Rate of Pay: _____ Date Terminated: _____ Last Rate: _____

Employer: _____ Phone: _____

Address: _____

Supervisor: _____ Your Position/Duties: _____

Reason for Leaving: _____

Date Hired: _____ Rate of Pay: _____ Date Terminated: _____ Last Rate: _____

Employer: _____ Phone: _____

Address: _____

Supervisor: _____ Your Position/Duties: _____

Reason for Leaving: _____

Date Hired: _____ Rate of Pay: _____ Date Terminated: _____ Last Rate: _____

Applicant's Certification

I certify and affirm that the information provided by me during interviews, on this application and all other related documents to be true in all respects and I further understand that any misrepresentation or omission will be grounds for immediate termination from further consideration or possible employment. I hereby authorize J. D. Newman, Inc., to fully investigate my suitability for employment by verifying and pursuing any source of information, which J. D. Newman, Inc., deems to be related to my possible employment. This investigation may include but not be limited to law enforcement agency records, driving records, education, and certification records, and past employers, and related references. I release all parties contacted by J. D. Newman, Inc. and their agents from any and all liability and damages for providing such information. I understand that the employment relationship may only begin and continue with the mutual consent of J. D. Newman, Inc. and myself. I further agree to submit as requested, to a physical examination and body fluid analysis any time requested after an offer of employment has been made. This test and/or analysis will be paid for by J. D. Newman, Inc. and retained in a confidential file.

Signature of Applicant _____
Date

In order for you application to be considered, you must enter into the agreement to arbitrate which is as follows:

Agreement to Arbitrate

I understand and agree that any and all claims or disputes that I may have with J. D. Newman, Inc., arising out of or related to my application for employment, any employment, or any separation from employment, will be resolved exclusively by final and binding arbitration. This provision shall be construed as broadly as possible and claims which I may have against the company arising from the employment relationship, including claims under Title VII, the Age Discrimination in Employment Act, Americans with Disabilities Act, or any other federal, state, or local laws prohibiting discrimination, claims under the Fair Labor Standards Act, claims based on contract or tort, claims arising out my employment which I may assert against individuals, and all questions of arbitrability, shall be conclusively decided by the arbitrator. Arbitration proceedings shall be conducted in accordance with the Rules of American Arbitration Association. I understand that my agreement to binding arbitration is an express condition precedent to my employment with J.D. Newman, Inc. Should I be extended an offer of employment, my acceptance of such an offer will reaffirm my agreement to final and binding arbitration for the resolution of any and all claims. This a written agreement to arbitrate, binding upon me as well as J. D. Newman, Inc. and it shall be enforceable pursuant to the provisions of the Federal Arbitration Act, and the Virginia Uniform Arbitration Act.

Signature of Applicant _____
Date

OFFICE USE ONLY

COMPANY REPRESENTATIVE _____ DATE RECEIVED ___ / ___ / ___
DATE OF HIRE ___ / ___ / ___ START DATE ___ / ___ / ___