

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE

OFFICE USE ONLY:
Date received:
Reviewed by:

T.J. CROOKS, INC.
Employment Application Form

Please mail completed application to:
T.J. Crooks, Inc.
313A Great Bridge Boulevard
Chesapeake, VA 23320
Or fax application to:
(757) 436-6589

PLEASE COMPLETE PAGES 1-5. Date: _____

Name _____
Last First Middle Maiden

Present Address _____
Number Street City State Zip Code

How long at current Address _____ Social Security Number _____
 Telephone _____

Are you under age 18 YES NO, if yes, can you provide proof of eligibility to work? YES NO

Are you currently authorized to work in the United States? YES NO. Proof of eligibility will be required if hired.

Position applied for (1) _____ Days/Hours available to work
 Wage desired (2) _____
(Be Specific) No Pref Thur _____
Mon Fri _____
Tue Sat _____
Wed Sun _____

How many hours can you work weekly? _____

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

When are you available to start work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION Complete mailing address	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. / Trade School				
Professional School				

Have you ever been convicted of a felony or misdemeanor crime **OR** arrested for a felony or misdemeanor crime that has not been adjudicated yet? NO YES A conviction record will not necessarily disqualify you from employment **BUT** may keep you from obtaining the necessary credentials to work on federal, state, or city property.

If yes, explain (i.e. 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) _____

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APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE? ___ YES ___ NO

What is your means of transportation to work? _____

Driver's License
Number _____ State of issue _____ ___ Operator ___ Commercial (CDL) ___ Chauffeur

Expiration date _____

Have you had any accidents during the past three years? ___ YES ___ NO How Many? _____

Have you had any moving violations during the past three years? ___ YES ___ NO How Many? _____

Please list two references other than relatives.

Name _____ Name _____

Position _____ Position _____

Company _____ Company _____

Address _____ Address _____

Telephone _() _____ Telephone _() _____

Please use this space below to elaborate on any background, experience, or qualifications that you believe should be considered in evaluating your qualification for employment. You may include hobbies, volunteer experience, and other activities you believe are relevant. Please omit any information that would disclose your race, gender, age, marital status, ethnic origin, religious or political affiliations, or disability.

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MILITARY EXPERIENCE

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 & Type _____

WORK EXPERIENCE

Please list your work experience for the **past seven years** beginning with your most recent job held.

If you were self-employed, give firm name. **Attach additional sheets if necessary.**

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

Reason for leaving (be specific)

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

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

Reason for leaving (be specific)

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

Name of employer: Address: City, State, Zip Code: Phone Number:	Name of last Supervisor	Employment Dates	Pay or Salary
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APPLICATION FOR EMPLOYMENT

WORK EXPERIENCE continued

Please list your work experience for the **past seven years** beginning with your most recent job held.

If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer: Address: City, State, Zip Code: Phone Number:	Name of last Supervisor	Employment Dates	Pay or Salary
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Your last job title:			

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

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

Reason for leaving (be specific)

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

May we contact your present employer? Yes No

Did you complete this application yourself? Yes No If not, who did? _____

Please indicate if you are able to perform the essential functions of the job for which you have applied. Yes No

If you answered "No", please identify those job functions that you cannot perform. If a reasonable accommodation is required to enable you to perform the job properly and safely, please describe: _____

Please read carefully

APPLICATION FORM WAIVER

As indication that you have read and understood each sentence, please write your initials in the spaces provided below.

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

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personal manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, ___ or to confer any right to remain an employee, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, ___ and that relationship cannot be altered except by written instrument signed by the Owner/Managing Member of the Company. ___ Both the undersigned and T. J. Crooks, 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 understand that the misrepresentation or omission of facts called for is cause dismissal at any time without previous notice. ___ I hereby give the company permission to contact schools, all previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contact. ___

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. ___ Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relationship with the Company is terminable at will for any reason by either party. ___

Signature of applicant _____ **Date:** _____

T. J. Crooks, Inc. is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, gender, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with T. J. Crooks, Inc. depends solely on your qualifications.

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