



General Contractors  
Construction Manager  
Design/Build

Commercial | Industrial

**FIELD APPLICATION**

**Application  
for Employment**

Date: \_\_\_/\_\_\_/\_\_\_

**NOTE:** This application form was designed for use by persons applying for positions within the construction fields. Some types of questions may not be completely applicable to your situation, *but* we ask that you answer all job-related inquiries to the best of your ability and knowledge.

JCI Contractors, Inc. is an Equal Opportunity Employer. All applicants will be evaluated on the basis of their qualifications for the job intended. Federal and/or state law prohibits discrimination on the basis of race, color, religion, sex, national origin, age, disability, or any other protected status.

**PERSONAL INFORMATION**

(PLEASE PRINT IN BLACK OR BLUE BALLPOINT PEN)

Name \_\_\_\_\_  
(Last) (First) (Middle)

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

D.O.B. \_\_\_/\_\_\_/\_\_\_ Social Security # \_\_\_\_\_

Best telephone number to be reached at: (Check those that apply):

Home: \_\_\_\_\_  Cellular: \_\_\_\_\_

Please include the best time to call?  Day  Evening

Email Address (required): \_\_\_\_\_ Position applying for: \_\_\_\_\_

Date available: \_\_\_\_\_ Anticipated hourly wage: \_\_\_\_\_

Are you 18 years of age or older?  Yes  No Are you under the age of 21?  Yes  No

Are you legally eligible to work in the United States?  Yes  No

Have you ever been convicted of a felony in the last ten (10) years?  Yes  No  
(If Yes, list convictions that are of public record (arrests are not convictions). A conviction will not necessarily disqualify you from employment.)

**IF CHECKED YES, LIST CONVICTIONS:**

Are you able to engage in random drug testing?  Yes  No

Do you have any relatives or close friends working at JCI?  Yes, whom \_\_\_\_\_  No

Are you employed now?  Yes  No May we contact your present employer?  Yes  No

Have you ever been employed by JCI Contractors, Inc. before?  Yes  No

If Yes, when? \_\_\_\_\_

**FORMER EMPLOYERS**

List below your past two (2) employers starting with most recent.

1.) Employer name: \_\_\_\_\_

2.) Employer name: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Dates employed: From \_\_\_\_\_ to \_\_\_\_\_ ex. (MM/YY)

Dates employed: From \_\_\_\_\_ to \_\_\_\_\_ ex. (MM/YY)

Reason for leaving? \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

**EDUCATION**

High School:

Trade School/College/ Other:

Name and location of school: \_\_\_\_\_

Name and location of school: \_\_\_\_\_

Number of years attended: (Circle one) 1 2 3 4

Number of years attended: (Circle one) 1 2 3 4

Diploma/ Degree: \_\_\_\_\_

Diploma/Degree: \_\_\_\_\_

G.P.A.: \_\_\_\_\_

G.P.A.: \_\_\_\_\_

Major Field of Study: \_\_\_\_\_

Major Field of Study: \_\_\_\_\_

**GENERAL**

Skills: \_\_\_\_\_

Additional information that relates to your ability to perform the job for which you are applying:

Activities & Interests: \_\_\_\_\_

**REFERENCES (Please complete all three (3))**

**REFERENCE #1:**

NAME: \_\_\_\_\_

Occupation \_\_\_\_\_

ADDRESS \_\_\_\_\_

Years Acquainted \_\_\_\_\_

E-Mail \_\_\_\_\_

Phone Number \_\_\_\_\_

**REFERENCE #2:**

NAME: \_\_\_\_\_

Occupation \_\_\_\_\_

ADDRESS \_\_\_\_\_

Years Acquainted \_\_\_\_\_

E-Mail \_\_\_\_\_

Phone Number \_\_\_\_\_

**REFERENCE #3:**

NAME: \_\_\_\_\_

Occupation \_\_\_\_\_

ADDRESS \_\_\_\_\_

Years Acquainted \_\_\_\_\_

E-Mail \_\_\_\_\_

Phone Number \_\_\_\_\_

**Please attach resume if available.**

**EMPLOYMENT DISCLOSURE**

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

In the event of and consideration for my employment, I agree to conform to the JCI Contractors rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or JCI's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause or notice, at any time by JCI, and that my employment relationship is an at-will employment relationship. This application is not and is not intended to be a contract for continued employment.

I understand that JCI will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them and JCI from all liability for damage in providing this information.

I hereby agree to submit to any lawful drug, polygraph or integrity testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary actions including termination.

I also understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States Citizenship status or, if aliens, their legal authorization to work in the United States of America. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

All information provided will be kept strictly confidential.

**By signing and submitting this application, I affirm that I have read and agree to all of the disclosures and conditions included in this application.**

\_\_\_\_\_  
*Signature of applicant*

\_\_\_\_\_  
*Date*

**PLEASE PRINT AND RETURN THIS FORM TO:**

**JCI CONTRACTORS, INC.  
ATTN. HUMAN RESOURCES  
529 W. PROSPECT RD. SUITE 101  
ASHTABULA, OH 44004**

**-OR-**

**Scan & email to Human Resources – [human.resources@jcibuilds.com](mailto:human.resources@jcibuilds.com)**

**-OR-**

**Fax: 440-998-1485**

**JCI Contractors is an *equal opportunity employer.***

**For more information please visit [www.jcibuilds.com](http://www.jcibuilds.com) or call 1-866-998-7268.**

**OFFICE USE ONLY**

<b>Received by: Date:</b>	
<b>Checked by: Date:</b>	
<b>Y/N/M: Date:</b>	