

# **ATTENTION APPLICANT**

## **PLEASE READ BEFORE PROCEEDING**

1. There is not guarantee of a job offer or job interview in completing an application with JH Technical Services. Your application form will be considered with others who have submitted applications and decisions about interviews will be based on this comparison.
2. JH Technical Service's application form must be completely filled out in order for it to be considered for employment.
3. If the information provided on our application cannot be satisfactorily verified, the applicant could be rejected for employment.
4. Applications are filed according to job title. Be as specific a possible in stating the job for which you're applying for. "ANY" position is not an acceptable response on our application blank.
5. Due to the large number of applications we receive and the competitive nature of our employment process, specific reasons for employment decisions will not be released. Any and all inquiries should be directed to your Recruiter at 412-788-1174.
6. In completing our application form, you acknowledge that employment with JH Technical Services may subject you to the following checks:
  - Employment Reference Checks
  - Criminal Record Check
  - Pennsylvania Child Abuse History Clearance
  - Drug and/or Alcohol Testing

MY SIGNATURE BELOW VERIFIES THAT I HAVE READ AND UNDERSTAND THE CONDITIONS SET FORTH ABOVE.

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Signature of Applicant

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Date



**EMPLOYMENT APPLICATION**

Thank you for taking the time to complete our employment application. Please fill out the application form below as completely as possible. This application will take approximately 15 minutes to complete. We consider applicants for all positions without discrimination on the basis of age, race, creed, color, religion, national origin, sex, disability, veteran status, marital status, medical condition, ancestry, sexual orientation or any other protected status in accordance with applicable federal, state and local laws. No question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment of basis prohibited by law. Please complete the application using both upper and lower case letters.

**PERSONAL INFORMATION**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other Phone/Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

PREVIOUS ADDRESS (if did not live at address above for last 7 years):

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other Phone/Cell Phone: \_\_\_\_\_

JH requires that applicants be at least 18 years of age.

Do you meet this requirement **and** do you have the legal right to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of a crime outside of a minor traffic offense or are you currently serving probation, pretrial diversion, or deferred adjudication, or are there any charges pending against you? (These terms basically define pending adjudication.) You are not obligated to disclose sealed or expunged records of conviction or arrest. Disclosure of a criminal record or pending charges will not necessarily disqualify you for employment consideration. Each offense will be evaluated on its own with respect to time, circumstances, seriousness, and relationship to the job, which you are applying:

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. This company will not deny employment to any applicant solely because the person has been convicted of a crime. The company however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for:

\_\_\_\_\_  
\_\_\_\_\_

Have you ever applied for employment with JH in the past? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have any relatives and/or friends working for us? If so, please provide their names:

\_\_\_\_\_  
\_\_\_\_\_

**AVAILABILITY**

Which of the following are you willing to consider:

Temporary? \_\_\_\_\_ Yes \_\_\_\_\_ No Full-Time? \_\_\_\_\_ Yes \_\_\_\_\_ No Temp to Hire? \_\_\_\_\_ Yes \_\_\_\_\_ No

When are you available to Start? \_\_\_\_\_

What hours are you available? \_\_\_\_\_

How many hours are you available to work? \_\_\_\_\_

Are you willing to work overtime? \_\_\_\_\_

What is the minimum pay you desire? (hourly or annual) \_\_\_\_\_

How much notice will you require if offered a position? \_\_\_\_\_

How many miles are you willing to travel to a position? \_\_\_\_\_

Position Desired? \_\_\_\_\_

**EDUCATION**

Enter Most Recent- Do not enter start and end date if the most recent is high school

Name of School: \_\_\_\_\_

Type of School: \_\_\_\_\_

City, State: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Degree: \_\_\_\_\_

Major Study area: \_\_\_\_\_

Other Study areas: \_\_\_\_\_

**RECENT EMPLOYMENT** (List Most Recent First)

Company Name: \_\_\_\_\_

City, State: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job Title/ Job Duties: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

May we contact this employer for a reference check? \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

.....

Company Name: \_\_\_\_\_

City, State: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job Title/ Job Duties: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

May we contact this employer for a reference check? \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

.....  
Company Name: \_\_\_\_\_

City, State: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job Title/ Job Duties: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

May we contact this employer for a reference check? \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

**MILITARY**

Did you serve in the U.S. Armed Forces? \_\_\_\_\_

If, Yes, in what branch? \_\_\_\_\_

Describe any training received relevant to the position for which you are applying: \_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

Please provide three professional references:

Name: \_\_\_\_\_

Company/Job Title : \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Company/Job Title : \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Company/Job Title : \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**I hereby certify that all of the facts and information listed on this employment application are true and complete. I understand that any false, incomplete, omitted or misleading information given by me on this application is sufficient cause for rejection of this application or may result in a discharge if subsequently employed.**

I hereby authorize JH Technical Services, Inc. to investigate all statements contained in this application and to investigate the references and previous employers listed in this application. I authorize the references and previous employers listed to give JH all facts, opinions, and evaluations concerning my previous employment and any other information they may have and release all such parties from any liability for which may allegedly arise from furnishing such information to JH, including, but not limited to liability for defamation or invasion of privacy.

I understand that submission of this for does not guarantee employment or an interview and does not replace the hiring process.

*Please take a moment to review your application. Indicate that you have read the above statement by signing below.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date