



SINCE 1830 JLC Company, An Equal Opportunity Employer

EMPLOYMENT INFORMATION

General Information. Please complete all requested information. Use ink and print.

Today's Date		Store Location		Position Desired	
Last Name, First Name, Middle				Minimum Salary Desired	
				Date Available For Work	
Email Address				Full-time 30 – 40 hrs. per week Part-time 0 –29 hrs. per week Seasonal Holiday/Summer I am interested in:	
Street Address				Are you at least 18 years old? _____ If no, are you at least 16 years old? _____ If you are under 18, you may be required to provide a work permit prior to working.	
City, State, Zip				Please indicate the hours you are available to work during both day and evening (i.e., 2–4 p.m., 6–10 p.m.)	
Telephone (Home)		Telephone (Cell)		S M T W TH F S _____	
If you have worked for our company before, state where, when, final position, and reason for leaving. Have you ever applied to our company before? If yes, where?				Do you have any relatives now employed by our company? Yes No If yes, identify by name(s), position and location:	

Work Experience. List your previous experience, beginning with your current or most recent position.

Employer			Starting Position		Starting Salary	
Street Address		City	ZipState		Most Recent Position	
				Most Recent Salary		
Phone	Supervisor		Name/Title		Duties	
Reason For Leaving				Dates of Employment		
				Start: Month Year		
				End: Month Year		

Employer			Starting Position		Starting Salary	
Street Address		City	ZipState		Most Recent Position	
				Most Recent Salary		
Phone	Supervisor		Name/Title		Duties	
Reason For Leaving				Dates of Employment		
				Start: Month Year		
				End: Month Year		

Employer			Starting Position		Starting Salary	
Street Address		City	State Zip		Most Recent Position	
				Most Recent Salary		
Phone	Supervisor		Name/Title		Duties	
Reason For Leaving				Dates of Employment		
				Start: Month Year		
				End: Month Year		

References. Individuals not related to you. Business references preferred. Education & Training: Please include name, street, city, state and zip code for each school.

Reference			Street Address		City		State	
Phone	Email		Job Title		How Acquainted and For How Long			

Reference		Street Address	City	State
Phone	Email	Job Title	How Acquainted and For How Long	

Reference		Street Address	City	State
Phone	Email	Job Title	How Acquainted and For How Long	

School	Address (include city & state)	Number of Years Completed	Degree	Type of Course/Major
College				
High School				
Additional Training				
Foreign languages? Spoken Fluently?				
Computer/Software Other				

Additional Employment History Inquiries

Have you ever been dismissed or forced to resign from any employment? Yes or No If yes, please explain:

Have you been convicted of a felony crime or theft-related misdemeanor within the last 7 years that has not been Yes or No

If yes, state details: Convictions will not necessarily disqualify applicant; each case is considered individually.

Permission to Work

Are you legally authorized to work in the United States? Yes or No Will you now or in the future require sponsorship for employment visa status (e.g., H1-B status)? Yes or No

Referral Source

Walk-in Applicant _____ Newspaper Ad _____ Employee Referral (Name)

Website _____ Other (Please List) _____

Additional Questions

Why are you interested in employment at JL Coombs?

What strengths would you bring to the company?

What didn't you like about your previous jobs?

NOTICE TO APPLICANTS IN MASSACHUSETTS: IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

Applicant's Statement

If I am employed, I agree to abide by the rules and regulations of the Company. I understand that my employment is at-will. This means that I do not have a contract of employment for any particular duration or limiting the grounds for my termination in any way. I am free to resign at any time. Similarly, JLC Company is free to terminate my employment at any time for any reason. I understand that while personnel policies, programs and procedures may exist and be changed from time to time, the only time my at-will status could be changed is if I were to enter into an express written contract with JLC Company explicitly promising me job security, containing the words "this is an express contract of employment" and signed by an officer of JLC Company. The above language contains our entire agreement about my at-will status and supercedes any past, future, or oral side agreements.

All of the information I have supplied in this application is a true and complete statement of the facts, and if employed, any false statement or omission could result in immediate dismissal. I understand that JLC Company may share the information contained in this application with other JLC Company employees for employment and administrative purposes and hereby consent to such transfer. I authorize you to contact my references, as well as current and previous employers, to obtain information on my work history and qualifications for employment. I also authorize JLC Company to conduct a criminal background check on me.

Signature

Date

This application will only be considered for three months. If you have not been hired within three months of filling out this application and you wish to continue to be considered for employment, you must fill out another application.

Mail or bring this completed application to any of the following locations:

15 Bow Street
Freeport, ME 04032
207-865-4557

262 US Route 1
Freeport, ME 04032
207-865-4333

22 Exchange Street
Portland, ME 04101
207-253-5633

415 Philbrook Avenue
Hannaford Plaza
South Portland, ME 04106
207-775-7005

46 Market Street
Portsmouth, NH 03801
608-436-6220

1 State Street
Newburyport, MA 01950
978-462-2262