

J.H. BOTTS LLC

APPLICATION FOR EMPLOYMENT

J.H. Botts LLC's policy is to provide equal employment opportunities for all applicants and employees without regard to race, color, religion, creed, sex, national origin, citizenship, age, disability, sexual orientation, genetic information, military or protected veteran status, or any other characteristic protected by applicable federal or state law. Consistent with this policy, J.H. Botts LLC will provide reasonable accommodations to allow an applicant to participate in the application process, if so requested.

DATE: _____

Personal Information

Name: Last: _____ First: _____ Middle Name: _____

Present Address: _____
Street City State Zip

Email Address: _____

Present Phone No.: _____ Other Phone No: _____ Are you

legally authorized to work in the U.S.? ☐ Yes ☐ No

Are you 18 years or older? ☐ Yes ☐ No

Employment Desired

Position(s) applied for: _____ Salary desired: \$ _____ per _____

Are you employed now? Yes ☐ No ☐

If so, may we inquire of your present employer? Yes ☐ No ☐

Have you ever filed an application with J.H. Botts LLC before? Yes ☐ No ☐

If so when? _____

Have you ever been employed by J.H. Botts LLC before? Yes ☐ No ☐

If so when? _____ What position? _____

Are you applying to work: ☐ Full-time ☐ Part-time ☐ Temporary
☐ Days ☐ Evenings

Dates available for work: _____

Total hours available: _____

Will you work overtime if necessary? Yes ☐ No ☐ If yes, how many hours per week? ____

Can you perform the essential functions of this job with or without reasonable accommodation? Yes ☐ No ☐

Experience

Start with your present or last job held and provide the following information. You may include any verified work performed on a volunteer basis.

Employer	Telephone #	Dates of Employment
Street address	City	State
Month/Year to Month/Year		
Starting job title/final job title		
Immediate supervisor and title (for most recent position held)		May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Why did you leave?		
Summarize the type of work performed and job responsibilities.		

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Summarize the type of work performed and job responsibilities.		

Education

	High School	Trade or Technical School	College	Graduate School or Professional Courses
Name of School				
City and State				
Number of Years Completed				
Course of Study or Major				
Honors Received				
Type of Degree Earned				

Please indicate any skills you have that may be relevant to the position for which you are applying:

Describe any specialized study, job training, apprenticeships, or extracurricular activities:

Do you have any experience from military service that would be relevant to the job(s) for which you are applying?
If yes, please explain:

References

Give the names of three persons not related to you, who have known you at least one year.

<u>Name</u>	<u>Phone Number</u>	<u>Address</u>	<u>Relationship</u>	<u>Years Known</u>

Release for Contacting References

I hereby authorize J.H. Botts LLC to contact any of the above references. I further authorize such references to release any information concerning me as they deem appropriate. I release and forever discharge J.H. Botts LLC, its agents or employees, and the above named references, their agents or employees, from any and all liability, suits or causes of action arising in any manner from J.H. Botts contacting such references. *I understand that this Release prevents me from instituting any claim, lawsuit or other legal action based on any information any reference provides to J.H. Botts LLC.*

Signature of Applicant

Date

Referral

How did you learn about us?

- | | | |
|--|---|--|
| <input type="checkbox"/> Walk-in | <input type="checkbox"/> Government Employment Agency | <input type="checkbox"/> Private Employment Agency |
| <input type="checkbox"/> Employee | <input type="checkbox"/> Relative | <input type="checkbox"/> School |
| <input type="checkbox"/> Advertisement: Source _____ | | <input type="checkbox"/> Other _____ |

Applicant Acknowledgment

PLEASE READ CAREFULLY BEFORE SIGNING THIS FORM

I certify that all information given by me on this application is true, complete, and correct and no information has been withheld that would affect my application unfavorably. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for dismissal if I am hired.

Regardless of whether or not I become employed by J.H. Botts LLC, I recognize that this application is not and should not be considered a contract of employment. I understand that, if I am hired, I will be employed on an at-will basis, meaning that my employment may be terminated with or without cause, and without notice, at any time, at my option or the company's, unless specifically provided otherwise in a written employment contract. I further understand that nothing contained in J.H. Botts LLC's personnel policies or other written documents, nor any oral statements made to me by J.H. Botts LLC agents or employees in connection with my application for employment or at any other time constitutes an express or implied employment contract.

By signing and dating below, I am acknowledging that I have read, understand, and agree with everything in this Acknowledgment.

Signature of Applicant

Date

This page is to be filled out by hiring manager

Interviewed by _____ Date _____

Remarks _____

Hired: ____ Yes ____ No Position _____ Dept. _____

Salary/Wage _____ Date reporting to work _____

Approved: 1. _____ 2. _____ 3. _____
Employment Manager Dept. Head General Manager

Reference 1 _____

Reference 2 _____

Reference 3 _____

This space is reserved for future use: