



JGVE, Inc.
 124 N.W. 10th Street, Suite 101
 Oklahoma City, OK 73103
 Phone: 405-236-8313
 Fax: 405-232-2660

Employment Application

An Equal Opportunity Employer

Personal Information

 Last Name First Name Middle Initial

 Social Security Number

 Home Phone Business Phone Email Address

 Permanent Address City State Zip Code

 Previous Address (if at current address less than 5 years) Driver's License Number/State

If you are not a citizen of the United States, are you eligible to work in the U.S and would you be able to provide the necessary documents of proof of the legal right to work upon hire? Yes No

Are you under 18? Yes No
 If you are under 18 and still in high school, you may be required to provide a work permit upon hire.

Have you ever been convicted of a felony? Yes No

 If YES, give date, place, offense and outcome (Previous convictions do not necessarily disqualify an applicant from employment.)

How were you referred to JGVE? JGVE website Other website (specify below) Employee referral (specify below)
 Self Agency (specify below) Other (specify below)
 Advertisement (specify below)

 Name of referral source

Have you ever been employed by or contracted with JGVE? Yes No Full time Contractor

 If so, when? through What position did you hold? Manager

Employment Interest

 Position Desired Salary Desired Date Available

 Have you interviewed for another position at JGVE? Yes No If so, when?

Education and Training

Indicate latest level completed: High School College or University Graduate School

Name of High School, Technical School and College	City/State	Major	Degree	Month/Year of Degree

 Additional education, vocational, professional, military or other information you feel may be helpful to us in considering your application. (Over)

Page 2 - Employment History

Please list most recent employer first

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Company Name

Street Address

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City

State

Zip Code

May we contact employer?

Yes

No, if not, explain.

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Starting Job Title

Final Job Title

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Supervisor's Name and Title

Phone

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Reason For Leaving

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Job Duties

Dates of Employment		
	From (mo/yr)	To (mo/yr)

--	--

Starting Rate of Pay (\$)

Ending Rate of Pay (\$)

--	--

Company Name

Street Address

--	--	--	--	--

City

State

Zip Code

May we contact employer?

Yes

No, if not, explain.

--	--

Starting Job Title

Final Job Title

--	--

Supervisor's Name and Title

Phone

--

Reason For Leaving

--

Job Duties

Dates of Employment		
	From (mo/yr)	To (mo/yr)

--	--

Starting Rate of Pay (\$)

Ending Rate of Pay (\$)

Page 3 - Employment History Cont.

Company Name	Street Address

City	State	Zip Code	May we contact employer?	<input type="radio"/> Yes	<input type="radio"/> No, if not, explain.
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Starting Job Title	Final Job Title
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Supervisor's Name and Title	Phone
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Reason For Leaving

Job Duties

Dates of Employment	
From (mo/yr)	To (mo/yr)
Starting Rate of Pay (\$)	Ending Rate of Pay (\$)

Business Reference Data

Please list at least one present or former manager.

Name	Email Address	Phone	Business Relationship
1			
2			
3			

Other Notations - use this space if you have additional information you wish to add to any of the items above.

Read Carefully and Sign

I certify that the information contained in this application is correct to the best of my knowledge, and understand that any misstatement or omission of information is grounds for ending the hiring process or dismissal. I authorize verification of information provided on this application; and authorize the references listed above to give you all pertinent information concerning my previous employment; and release all parties from all liability for any damage that may result from furnishing same to JGVE. In consideration of my employment, I agree to conform to the rules and regulations of JGVE Incorporated. I further agree that either I or the Company may terminate my employment with or without cause and with or without prior notice, at any time. Finally, I understand that no representative of the Company other than an Executive Officer has the authority to enter into any agreement for employment for any specified period of time, or to otherwise alter the foregoing.

Signature

Date

Addendum to Employment Application
An Equal Opportunity Employer

Please read the following document carefully before signing:

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient reason for denial of employment or discharge. I authorize the use of any information in this application to verify my statements, and, except as indicated above, I authorize the past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous education or employment record. I release all such persons from liability or damages on account of having furnished such information. I consent to such investigations as JGVE, Inc. may make regarding my driving records, law enforcement records, credit reports, and my general background. I further understand that all applicable portions of this application must be completed, or I will be ineligible for consideration for the position for which I am applying.

Important: If you do not understand or if you disagree with any portion of the above certification, do not sign before discussing with JGVE, Inc.

By: (please sign here) _____

Please Print Name: _____

Dated This Day: _____