



Jefferson Telecom
 105 W. Harrison St.
 Jefferson, IA 50129
 Phone: (515)-386-4141
 Fax: (515)-386-2600

EMPLOYMENT APPLICATION

We are an equal opportunity employer and do not discriminate in hiring or terms and conditions of employment on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status in accordance with applicable local, state, and federal laws.

Position applied for _____ Date ____/____/____

Name (Last) _____ (First) _____ (Middle) _____

Address _____
 Street City State Zip

Telephone # (Home) _____ (Other) _____

Type of employment desired Full Time Part Time Other: _____ Pay desired _____

Desired start date ____/____/____ Have you ever been employed here before? Yes No

Are you legally eligible to work in the U.S.? Yes No If you are under 18, can you furnish a work permit? Yes No

Have you ever been convicted of a felony? Yes No If yes, explain _____
 Conviction will not necessarily disqualify an applicant from employment

Referral Source _____ (Newspaper, web page, placement office, personal referral, etc.)

If Job Related: Do you possess a valid driver's license? Yes No License # _____ State _____

Employment History - Begin with your present or last job

Employer	From	/	/	To	/	/	
Address	Starting Pay	\$		Last Pay	\$		
Telephone	Work Performed						
Job Title							
Supervisor							
Reason for Leaving							
Employer	From	/	/	To	/	/	
Address	Starting Pay	\$		Last Pay	\$		
Telephone	Work Performed						
Job Title							
Supervisor							
Reason for Leaving							
Employer	From	/	/	To	/	/	
Address	Starting Pay	\$		Last Pay	\$		
Telephone	Work Performed						
Job Title							
Supervisor							
Reason for Leaving							

Attach an additional page and/or resume if necessary.

Turn Over →

Education

Name & Location of School	Course of Study	Years Completed	Diploma / Degree	GPA
High School				
College				
Trade/Technical				
Other				

Describe any job-related licenses, certifications, publications, patents, or special recognition.

Describe any specialized, job-related training you have received and skills you possess.

List any office equipment/work equipment you are proficient in operating including application software.

References — List three professional references that are *not* included in the Employment History section of this application

Name of Reference			
Telephone			
Occupation			
Relationship / Years Known			

I certify that the responses provided herein are true and complete. I understand that any misrepresentation by me on this application will be sufficient cause for cancellation of this application. If employed, any misrepresentations or omissions of fact on this application may result in termination.

I authorize full investigation of all statements and references contained herein and other information which may have bearing on my employment. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information.

Nothing contained in this employment application, any interview, job offer, or company policy is intended to create a contract for employment or benefits. I understand that if I am employed, my employment will be on an at-will basis and can be terminated with or without cause or prior notice at any time at the option of either the company or myself.

Signature of Applicant _____

Date ____/____/____