

Name _____ Date _____
(Please Print) Last First Middle Initial

Position Applying For _____



**Junior
AchievementTM**
of Greater St. Louis

Pre-Employment Application

Personal Information (Please print.)

Last Name, First Name, Middle Name _____ Home Phone No. _____ Alternate Phone No. _____
 () ()

Address (Street, City, State, Zip Code) _____

Are you at least 18 years old? Yes No Were you ever employed by Junior Achievement? Yes No Referred by _____

Date available for work _____

Are you able to provide upon employment proof of citizenship or a valid work permit by presenting a valid picture identity card, Social Security card, birth certificate, and/or valid work authorization documentation? Yes No

Do you have any friends or relatives working for Junior Achievement? Yes No

General Information

Position desired _____ Minimum salary you will accept _____

Full-Time
 Part-Time
 Temporary

Will you consider employment at any other Junior Achievement locations?
 No
 Yes If yes, where? _____

Special Skills

Teaching Experience
 Supervisory Experience

Computers: Data Entry Excel Word Processing - Specify: _____ Other Computer Skills - List: _____

Others: _____

List trade or other organizations of which you are a member, including offices held. Exclude any labor organizations or any organization that name and character of which indicate race, color, religion, sex, age, national origin, or ancestry of its members.

Education Information

School	Number of Years Completed	Name and Location	Major	Grade Average	Graduate	Degree(s) Received
High School		Name _____ City/ State _____			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		Name _____ City/ State _____			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School		Name _____ City/ State _____			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Technical School		Name _____ City/ State _____			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other		Name _____ City/ State _____			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Employment History

In the space below, please list your last four employers starting with the present or most recent. Please be specific in describing duties and responsibilities of each position.

From	To	Employer	May we contact?		
/	/		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Address (Street, City, State, Zip Code)					
Beginning Pay \$	Ending Pay \$	Supervisor	Phone No. ()	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Job Title
Duties and Responsibilities					
Reason for Leaving					

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/	/		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
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Duties and Responsibilities					
Reason for Leaving					

Account for periods of break in employment as listed above.

Receipt of this application does not imply that the applicant will be employed.

Please read carefully before signing.

I certify that the foregoing information is correct and complete and that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed regardless of the time elapsed before discovery.

I authorize Junior Achievement to investigate these statements, references, previous employers, and school records and authorize the release of such information without liability. I understand that there is no express or implied contract of employment and that, if hired, employment is not for any definite or determinable period. I understand that, if hired, I have been hired at the will of the employer and that my employment may be terminated, at will, at any time, with or without prior notice, at the option of either myself or the employer.

Signature _____ Date _____

This application will be considered without regard to race, color, religion, age, sex, national origin, disability, veteran status, or any other protected characteristic as established by state or local law.