



## APPLICATION FOR EMPLOYMENT

JDC Management, LLC is an Equal Opportunity Employer. It is the policy of JDC Management, LLC and its affiliated companies to provide equal opportunity and facilities to all employees and applicants in accordance with all applicable equal opportunity (“EEO”) laws, directives and regulations of federal, state and local governing bodies or agencies thereof.

If applicable to Company, reasonable accommodation under the Americans with Disabilities Act will be provided as required by law.

### *Personal Data*

Last Name	First Name	Middle Initial	Maiden Name (if applicable)				
Street Address	City/State	Zip Code	Phone Number:				
Position Desired:	Wage/Salary Desired:	Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Full Time? Part Time?	Are you 18 years of age or older?	Date you can begin work?					
Name of high school attended:	City & State	Graduate?	GED?				
Name of college or technical school:	City & State	Graduate?	Degree?	Major:			
Are you presently enrolled in school?	If yes, give name & address of school and expected degree date:						
List any job-related skills or accomplishments, including military service:							
<b>- Your Availability For Work -</b>							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:							
To:							
Total hours per week you are available to work:	Do you have any special requests or needs for a work schedule?						
<b>- Give Three References That Are Not Former Employers Who We May Contact -</b>							
Name and Occupation	How do you know them, and for how long?					Phone Number	

Please provide accurate and complete information in response to the following questions (**not required of individuals in Georgia and Virginia**). This information will be taken into account in the employment process and suitability for a given position, which may include adherence to affiliate and/or customer statutes related to convictions of criminal offenses. Please do not include in response to any of the questions below: arrests without conviction, convictions of minor traffic offenses, or convictions and/or incarcerations for which a record has been sealed or expunged (to include expunged juvenile delinquency, non-guilty judgments or dismissed charges and/or convictions for which the applicant has been pardoned). Any individual whose criminal records have been so expunged will be deemed never to have been arrested. JDC Management, LLC and its affiliated companies reserve the right to inquire as to the criminal convictions background for job related purposes only. Please note that a criminal record will not necessarily disqualify you from employment; further misdemeanors will be reviewed based upon requirements of job function.

**Have you ever been convicted of or pleaded guilty to a felony, misdemeanor, nolo contendere (no contest) or other offense, to include military service convictions or guilty pleas?**

Yes  No If yes, please outline

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### General Information Miscellaneous

- Have you ever applied to JDC Management, LLC?  Yes  No  
Date(s) JDC Management, LLC Office/Location \_\_\_\_\_
- Have you ever been employed by JDC Management, LLC?  Yes  No  
Date(s) JDC Management, LLC Office/Location \_\_\_\_\_
- Have you ever been involuntary terminated from any employer?  Yes  No  
If yes, provide details \_\_\_\_\_

How did you hear about JDC Management, LLC and/or its affiliated companies?

- Indeed  Direct recruit  College website  
 Walk-In  Social media \_\_\_\_\_  LinkedIn  
 Employee Referral, who \_\_\_\_\_  Other \_\_\_\_\_

### Agreements

- Are you subject to any employment agreement, contract, restriction, or other legal obligation that may affect or limit your employment with our organization? For example, do you have any agreement with your former or current employer regarding (1) limitations on your use or disclosure of confidential information, trade secrets, or client information; (2) limitations or restrictions on your ability to recruit or solicit employees, customers, or vendors; or (3) limitations or restrictions on your ability to work for JDC Management, LLC or competitors of your current/former employer; (4) any non-compete with any organization?

Yes  No

If you answered yes to any of these questions, please explain and provide a copy of said document:

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**(Note: Having such an agreement outlined above will NOT automatically disqualify your employment application and will not necessarily prohibit you from working in a given job).**

## Your Employment History

List names of employers with present or last employer listed first.

Please note if we may not contact your present employer until after you are offered a position.

Name of Employer:	Job Title: Duties:
Address:	Dates of Employment: From: <span style="float: right;">To:</span>
City, State, Zip Code	Hourly pay or salary: Starting pay: <span style="float: right;">Ending pay:</span>
Supervisor: Telephone:	Reason for Leaving:
<b>May we contact your current employer?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>If No, when?</b>
Name of Employer:	Job Title: Duties:
Address:	Dates of Employment: From: <span style="float: right;">To:</span>
City, State, Zip Code	Hourly pay or salary: Starting pay: <span style="float: right;">Ending pay:</span>
Supervisor: Telephone:	Reason for Leaving:
<b>May we contact this employer?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>If No, when?</b>
Name of Employer:	Job Title: Duties:
Address:	Dates of Employment: From: <span style="float: right;">To:</span>
City, State, Zip Code	Hourly pay or salary: Starting pay: <span style="float: right;">Ending pay:</span>
Supervisor: Telephone:	Reason for Leaving:
<b>May we contact this employer?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>If No, when?</b>

### CAREFULLY READ EACH STATEMENT BEFORE SIGNING AT THE BOTTOM

I certify that all of the information provided in this employment application is true and complete to the best of my knowledge, and I authorize investigation of all statements contained in this application, including a criminal background and credit history check. I understand that any false or incomplete information may disqualify me from further consideration for employment and may result in my immediate discharge if discovered at a later date.

I understand and acknowledge that unless otherwise defined by applicable law or written agreement with JDC Management, LLC any employment relationship with JDC Management, LLC is considered "employment at will." This means the Employee may resign at any time and the Employer may discharge the Employee at any time, with or without cause, and with or without advance notice.

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer, past employers, and other organizations to provide information concerning my previous employment and other relevant information that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I have read, understand, and agree to the above statements.

Signature:

Date:



## **JDC Management, LLC**

### **Background Notice and Authorization to Release Information**

By this document, I hereby agree to permit the company and its approved agents to conduct a background check in accord with the criteria of the position for which I am applying. I authorize all persons, schools, companies, corporations, and law enforcement agencies to release such information without restriction or qualifications during the company's standard background check process.

By this document, I hereby agree to comply with JDC Management, LLC policies and consent to provide my employer with a sample of my urine for purposes of random, reasonable suspicion and post-accident drug testing. Furthermore, I agree to provide a breath, blood, and/or urinalysis sample upon my employer's request for purposes of alcohol level testing. Furthermore, I authorize JDC Management, LLC's 3<sup>rd</sup> party vendor for drug testing to release all test results to JDC Management, LLC and any outside agency deemed necessary. I hereby release JDC Management, LLC, and/or its affiliated companies, and their 3<sup>rd</sup> party drug testing vendor and MRO (Medical Review Officer), their agents, employees and assigns from any and all claims, actions, suits, agreements, or liabilities arising from the release of said information to the above parties.

In consideration of my employment by JDC Management, LLC and my recompense for that employment, I hereby authorize JDC Management, LLC and/or the agents of and for JDC Management, LLC to use, display, publish, modify and otherwise treat or deal with any photographs, video and/or electronic images taken of me at the behest of JDC Management, LLC during my employment and any and all prints, copies, enlargement and other treatments thereof, thereby conveying to the employing corporation all property rights and privileges in connection therewith.

***Signature of Applicant:***

***Date:***

***Print Name:***

***Social Security Number (for background screen):***

***Date of Birth (for background screen):***