

## 16960 State Route 12 East, Findlay, OH 45840

### Phone: 419-422-5240

It is the policy of JK-CO, LLC to offer all job applicants and employees' equal opportunities in selection, placement, training, promotion and other conditions of employment, without regard of race, color, creed, religion, age, sex, disability, national origin or veteran status.

# **APPLICATION FOR EMPLOYMENT**

Date of Application:	Applicant Name:					
Present Address:	City:	State:	Zip Code:			
Telephone Number:	Are you 18	years or older?				
Are you authorized to work in the United S		Have you ever worked or attended school under another name? If so, what name? Yes No				
Have you ever been convicted of a crime?	(Include traffic conviction	ns) Yes No				
If yes, explain, including date(s):						
The Railroad Contractor Screening Program on the e-RAILSAFE system is designed to serve Class 1 Railroads with operations in the United States. Seven railroads currently participate in the program. JK-CO LLC works with five of the seven railroads which include BNSF, Canadian National, Conrail, CSX, and Norfolk Southern.						
The program allows each railroad to monitor and maintain a history of anyone that has had or currently maintains access to their property. The level of screening accomplished will ensure all contract personnel have undergone testing, a background investigation, and received a proper identification badge.						
PROGRAM CRITERIA FOR DENIAL OF ACCESS TO RR PROPERTIES:						
<ul> <li>Conviction of a felony offense in the last 7 years</li> <li>Release from a penal institution in the last 5 years</li> </ul>						
Active misdemeanor and felony warrants						
<ul> <li>Any pending felony charge</li> <li>Social Security fraud alerts</li> </ul>						
<ul> <li>A history of crimes of concern</li> </ul>						
• Out of service area						
Permanent Disqualifier						
• Background Check canceled by Contractor *JK-CO LLC is required to comply with e-RAILSAFE. Denials to any one railroad would result in an automatic						
disqualification from employment.						
By signing on page 4, I certify that my background does not include the criteria above and I will not be denied						
by signing on page 4, I certify that my background abes not include the criteria above and I will not be denied access to RR properties based on that criteria.						

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POSITION DESIRED							
Position:	Date Available:	Hourly Rate/Monthly Rate Desired:					
Do you prefer: Full-time	Part-time	Hours you are available to work:					
If part-time, hours per week desired:		Days of week you are availabe to work:					
Are you able to work:							
Weekends Yes No Hol	idays Yes No	Nights Yes No Overtime Yes No					
Would you work any shift   Yes   No   % of time willing to travel:							
Have you previously worked for J	Have you previously worked for JK-CO, LLC? Yes No If yes dates of employment						
If yes, reason for leaving JK-CO,	If yes, reason for leaving JK-CO, LLC:						
Former JK-CO, LLC supervisor(s):							
How did you learn about this oper	ning?						
Were you referred to JK-CO, LLC	? Yes No I	f yes, how?					
EDUCATION							
High School:		Graduated: Yes No					
Technical School:		Graduated: Yes No Course of Study:					
College/University: Grad		Graduated: Yes No Course of Study:					
Other education or training/certificates:							
Other special skills:							
MILITARY EXPERIENCE							
Branch of Service:	Dates	Served: Rank @ Discharge:					
Education & Training:							

<b>WORK EXPERIENCE</b> List all previous employment, beginning with the most recent. If you need more room, you may attach another sheet of paper.					
Employer:	Address:				
Dates of Employment:	Position Held:	Reason for Leaving:			
Supervisor's Name & Title:	Yes No	Starting Pay: Final Pay:			
Description of Job Duties:					
Employer:	Address:				
Dates of Employment:	Position Held:	Reason for Leaving:			
Supervisor's Name & Title:	May we contact: Yes No If no, why: Phone #:	Starting Pay: Final Pay:			
Description of Job Duties:					
Employer:	Address:				
Dates of Employment:	Position Held:	Reason for Leaving:			
Supervisor's Name & Title	May we contact? Yes No If no, why: Phone #:	Stating Pay: Final Pay:			
Description of Job Duties:					



## **AUTHORIZATION & ACKNOWLEDGEMENTS**

I certify the facts contained in this application are true and complete to the best of my knowledge. I understand if I am employed any false information on this application, and/or given at the time of my physical, may be grounds for immediate discharge.

By signing this application, I authorize a representative of JK-CO, LLC to make pre-employment inquiries as it deems proper regarding my background. I also grant permission to contact all references listed above, and authorize them to release all information concerning my previous employment and any other pertinent information these references might have, personal or otherwise. I release all parties from all liability for any damages that may result from furnishing said information.

I fully understand and agree that, if selected for a position, nothing in the hiring process, orientation or conditions of employment shall imply my employment is for any specific period of time or that I am guaranteed a job with JK-CO, LLC. Both JK-CO, LLC and I have the right to terminate my employment, at any time, for any reason or for no reason, with or without prior notice.

Applicant Signature:\_\_\_\_\_

Date:\_\_\_\_\_

AN EQUAL OPPORTUNITY EMPLOYER

DRUG & ALCOHOL FREE WORKPLACE

## DO NOT WRITE BELOW THIS LINE

Interviewed By:				Date:
Hired: Yes No	Position:			_
Salary/Wage:			Start Date:	
Approved: Vice President			President	
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