



Application for Employment

EEO Statement: *J. Aguinaldo Group Inc. is an equal opportunity employer and will not discriminate against any application for employment on the basis of race, color, religion, sex, age, national origin, veteran status, disability; or on any other basis prohibited by law.*

General Information:

Date: _____

Full Name: _____ Current Phone Number: _____

Current Fax Number: _____ Current Email Address: _____

Current Address: _____

Mobile Phone Number: _____

Position Desired	Salary Desired	Earliest Start Date	
			<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Consultant

Have you ever applied to J. Aguinaldo Group Inc before? _____ If yes, when? _____

How did you find out about J. Aguinaldo Group, Inc? _____

Are you legally permitted to work in this country? Yes No

Have you ever been convicted of a crime other than a minor traffic violation? Yes No
 If yes, give details on a separate page and attach to the application.

Note: a criminal conviction is not an absolute bar to employment, but will be considered in relation to specific job requirements

Education / Training:

High School	City & State	Major	Degree
		Did you graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No	

College	City & State	Major	Degree
		Did you graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Graduate/Trade School	City & State	Major	Degree
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Previous Experience (Start with current or most recent employer)

From (Month/Year)	Firm Name	Phone #	Starting Salary	Final Salary
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To (Month/Year)	Street	City	State	Zip
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Job Title	Supervisor's Name	Supervisor's Title
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Responsibilities: _____

Reason For Leaving: _____

May we contact your present employer? Yes No If no, when?

From (Month/Year)	Firm Name	Phone #	Starting Salary	Final Salary
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To (Month/Year)	Street	City	State	Zip
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Job Title	Supervisor's Name	Supervisor's Title
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Responsibilities: _____

Reason For Leaving: _____

Previous Experience, Contd.

From (Month/Year)	Firm Name	Phone #	Starting Salary	Final Salary
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To (Month/Year)	Street	City	State	Zip
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Job Title	Supervisor's Name	Supervisor's Title
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Responsibilities: _____

Reason For Leaving: _____

Additional Qualifications:

Please identify any additional knowledge, skills, qualifications, or awards that will be helpful to us in considering your applications for employment.

References:

Please provide the names of three professional references, not related to you, who can best provide pertinent information as to your character and capabilities for the position you are applying or being considered for. These individuals are generally your previous supervisors.

Name/Title:	Organization:	Relationship:	Telephone #:
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Background Data:

(Please Print)

Last Name

First Name

M.I.

Social Security Number

Other Names Used

Maiden Name

Please list addresses of places you have lived over the previous five years: (attach a separate page, if needed)

Street

City, State, Zip

Dates (From-To)

Applicant's Certification:

Applicant's Certification of Truthfulness, Agreement to Background Checks, and Understanding of "AT WILL" Employment

I hereby certify that all statements made in this application and in the pre-employment process are true and correct to the best of my knowledge and belief. I understand and agree that any misrepresentation or omission of facts in my application or in the pre-employment process may result in rejection of my application, or termination of employment.

I understand an employee of J. Aguinaldo Group Inc may make an investigation as to my character and general reputation. I authorize all current and past employers, schools, persons, and organizations having relevant information or knowledge to provide it to J. Aguinaldo Group Inc. for the use in deciding whether or not to offer me employment. I hereby release J. Aguinaldo Group Inc its representatives and all such employers, schools, persons and organizations from all liability in making or responding to inquiries in connection with my application.

I understand that if an employment relationship is established, my employment can be terminated at any time, with or without cause or notice, at the option of either J. Aguinaldo Group Inc or myself. I further understand that nothing contained in this application or in any other oral communication or representation from J. Aguinaldo Group Inc or any J. Aguinaldo Group Inc representative made at any time constitutes a contract, guarantee, promise or any other binding obligation on J. Aguinaldo Group Inc.

Further, if granted a position with J. Aguinaldo Group Inc, I will comply with all of J. Aguinaldo Group Inc policies and procedures, a copy of which will be provided on or before my first week of employment.

Under Maryland law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100.

In signing this form, I certify that I understand all the questions and statements in this application.

Acknowledged: _____

Signature of Applicant

Date