

825 Maryville Centre Drive Suite 200
 Chesterfield, MO 63017
 314.594.2700

resume@jwterrrill.com (Confidential HR email address)
 314.594.2435 (Confidential HR fax)

www.jwterrrill.com

Please return completed application to the address listed above, Attn: Human Resources, or e-mail to resume@jwterrrill.com
 All employment decisions are based on each individual's qualifications, without regard to race, color, religion, age, sex, disability, national origin or Vietnam Era Veteran status.

Personal Information:

Last Name		First Name		Middle
Address			City	State
Home Phone	Work Phone	Cell Phone	E-mail Address	

Are you at least 18 years old? yes no
 Are you legally qualified to work in the U.S.? yes no
 Have you been convicted of a felony or misdemeanor? yes no
 If yes, please explain:

May we contact your current employer? yes no
 If yes, please list the contact name and phone number:

How were you referred to J.W. Terrill? Our Website Internet Paper Current Employee Temp Agency Other
 If current employee, please list the name(s):

Do you have any relatives employed by J.W. Terrill? yes no
 If yes, please list the name(s):

Position Information:

Position Applied for:	Salary Desired:
Date Available to Start:	Hours Available to Work:
Employment Status Desired: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Days Available to Work: <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F
Are you capable of performing, with or without a reasonable accommodation, the activities involved in the job for which you have applied? <input type="checkbox"/> yes <input type="checkbox"/> no	

Education:

	Institution Name & Location (City & State)	Years Attended	Did you graduate?	Degree Achieved
High School				
College				
Grad School				
Other				

Licenses/Skills/Training: Please list any job-related skills, licenses, and training acquired through education and/or employment.

Employment History: Please fill in all requested information. Start with present or most recent employment.

Name of Employer		Phone		Last Position Held	
Address			City		State
Zip code					
Name of Supervisor		Start Date (mo/yr)	End Date (mo/yr)	Hrs/Wk	Ending Salary
Reason for Leaving:					

Name of Employer		Phone		Last Position Held	
Address			City		State
Zip code					
Name of Supervisor		Start Date (mo/yr)	End Date (mo/yr)	Hrs/Wk	Ending Salary
Reason for Leaving:					

Name of Employer		Phone		Last Position Held	
Address			City		State
Zip code					
Name of Supervisor		Start Date (mo/yr)	End Date (mo/yr)	Hrs/Wk	Ending Salary
Reason for Leaving:					

References: Please list three professional references below.

Name	Title	Phone Number	Email address	Relationship

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any omission, misrepresentation, or falsification of information made by me on this application will be sufficient cause for rejection of this application or immediate termination, if I am employed, regardless of time elapsed prior to discovery.

I hereby authorize J. W. Terrill, Inc., to thoroughly investigate, for verification purposes, the accuracy of information contained in this application through contact with references, employers, and educational institutions. I hereby release J. W. Terrill, Inc., my past or present employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosures.

I understand that, in connection with the routine processing of this employment application, J. W. Terrill, Inc., may request an investigative consumer report which may contain information as to my credit records, character, general reputation, and personal characteristics from a consumer reporting agency. Upon written request from me, J. W. Terrill, Inc., will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I understand that after an offer of employment and prior to reporting to work, I may be subject to drug and alcohol testing and that the any offer of employment is contingent upon the results of the test. I further understand that J. W. Terrill, Inc., has a drug and alcohol policy that provides for testing at any time during employment; consent to and compliance with such policy is a condition of my employment, and continued employment is based on the successful passing of testing under such policy.

I understand and agree that if I am employed, my employment will be of an "at will" nature, whereby either the employee or the employer may terminate the employment relationship at any time, with or without cause or notice, so long as there is no violation of applicable federal or state law. I understand that nothing contained in the application or conveyed during any interview which may be granted, or during my employment, if hired, is intended to create an employment contract between me and J. W. Terrill, Inc., other than one that is "at will". I further understand that my employment, if hired, is for no definite or determinable period of time and may be terminated at any time and that no promise or representation contrary to the foregoing is binding on the company unless made in writing and signed by me and the President of J. W. Terrill, Inc., to be enforceable.

I understand that it is the policy of J. W. Terrill, Inc., not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the Americans with Disabilities Act.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Signature: _____

Date: _____

Overview

The Equal Employment Opportunity Commission (EEOC) requires organizations with 100 or more employees to complete an EEO-1 form. J. W. Terrill, Inc., is an equal opportunity employer.

Your response is voluntary and will not affect your opportunity for employment or terms or conditions of employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records.

Employee Information

Name _____ Female Male
(please print)

Race/Ethnicity:

Please check one of the descriptions below corresponding to the ethnic group with which you identify.

- Black or African American (not Hispanic or Latino):** A person having origins in any of the black racial groups of Africa.
- Asian (not Hispanic or Latino):** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Native Hawaiian or Other Pacific Islander (not Hispanic or Latino):** A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- American Indian or Alaskan Native (not Hispanic or Latino):** A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (not Hispanic Origin):** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Two or More Races (not Hispanic or Latino):** All persons who identify with more than one of the above five races.
- I elect not to complete the requested information.

For Human Resources Use Only

Division/Department Name _____

Position Classification _____