



# APPLICATION FOR EMPLOYMENT

## PRE-EMPLOYMENT QUESTIONNAIRE

*JVLNET Internet Services is an Equal Opportunity Employer*

JVLNET INTERNET SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER. IT IS OUR POLICY THAT ALL APPLICANTS BE CONSIDERED SOLELY ON THE BASIS OF QUALIFICATIONS AND ABILITY. WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, DISABILITY OR VETERAN STATUS.

PLEASE PRINT AND COMPLETE FORM IN DETAIL. BE SPECIFIC AND FILL IN ALL BLANKS. ALL INFORMATION GIVEN WILL BE HELD IN STRICT CONFIDENCE.

### PERSONAL INFORMATION

NAME (LAST NAME FIRST)			DATE APPLICATION COMPLETED		
PRESENT ADDRESS			EMAIL ADDRESS		DRIVERS LICENSE #
CITY	STATE	ZIP	TEL. NO.	SOCIAL SECURITY #:	
			( )	- -	

HAVE YOU BEEN EMPLOYED PREVIOUSLY BY JVLNET?  YES  NO

IF YES, WHEN, WHERE AND REASON FOR LEAVING:

DO YOU HAVE THE LEGAL RIGHT TO WORK IN THE U.S.?  YES  NO

IF NO, EXPLAIN:

HAVE YOU EVER BEEN CONVICTED OF A FELONY?  YES  NO

IF YES, EXPLAIN:

TYPE OF POSITION/ FUNCTION DESIRED? (CHECK ALL THAT APPLY - CIRCLE YOUR MAIN INTEREST)

TECHNICAL SUPPORT  CUSTOMER SERVICE  SALES & SERVICE  NETWORK ADMIN  WEBSITE DESIGN  ACCOUNTING  OTHER

ARE YOU WILLING TO RELOCATE?  YES  NO

PREFERENCE CITY & STATE:

WHAT IS YOUR APPROXIMATE SALARY REQUIREMENT PER MONTH? \$ \_\_\_\_\_

RELATIVES AND/OR ACQUAINTANCES EMPLOYED BY JVLNET?

NAME	RELATIONSHIP	LOCATION/OFFICE

### EDUCATION \*(INDICATE IF ATTENDANCE FULL OR PART TIME. WERE CLASSES DAY, EVENING OR CORRESPONDENCE?)

*TYPE OF SCHOOL	NAME & LOCATION	DATES ATTENDED	MAJOR SUBJECTS	YEARS COMPLETED	CREDIT HRS COMPLETED	GRADUATE? YES/NO	DEGREE RECEIVED	CLASS STANDING (Circle One)
HIGH SCHOOL				1 2 3 4	QTR SEM			Top 10%
					HRS HRS			Top 25%
								Top 50%
								Bottom 50%
COLLEGE		FROM		1 2 3 4 5				Top 10%
		TO		Top 25%				
								Top 50%
								Bottom 50%
OTHER		FROM		1 2 3 4 5				Top 10%
		TO		Top 25%				
								Top 50%
								Bottom 50%

ADDITIONAL COURSES OR GRADUATE STUDIES:

## WORK EXPERIENCE

(START WITH PRESENT POSITION AND WORK BACK)

FIRM NAME		TYPE OF BUSINESS		
ADDRESS	CITY	STATE	ZIP	PHONE ( )
IMMEDIATE SUPERVISOR			TITLE	PHONE ( )
STARTING DATE	LEAVING DATE	STARTING SALARY	FINAL SALARY	POSITION / TITLE
DESCRIPTION OF WORK:				
REASON FOR LEAVING:				

FIRM NAME		TYPE OF BUSINESS		
ADDRESS	CITY	STATE	ZIP	PHONE ( )
IMMEDIATE SUPERVISOR			TITLE	PHONE ( )
STARTING DATE	LEAVING DATE	STARTING SALARY	FINAL SALARY	POSITION / TITLE
DESCRIPTION OF WORK:				
REASON FOR LEAVING:				

FIRM NAME		TYPE OF BUSINESS		
ADDRESS	CITY	STATE	ZIP	PHONE ( )
IMMEDIATE SUPERVISOR			TITLE	PHONE ( )
STARTING DATE	LEAVING DATE	STARTING SALARY	FINAL SALARY	POSITION / TITLE
DESCRIPTION OF WORK:				
REASON FOR LEAVING:				

## U.S. MILITARY RECORD

PRESENT SELECTIVE	PRESENT RESERVE STATUS	RESERVE BRANCH	PRESENT RANK
SERVICE STATUS	NONE	ACTIVE	INACTIVE
DATE OF ACTIVE SERVICE-U.S ONLY	ACTIVE U.S. SERVICE BRANCH	NATIONAL GUARD	HIGHEST RANK-GRADE HELD
FROM	TO		
PRINCIPAL DUTIES			

MAY WE CONTACT YOUR PRESENT EMPLOYER?

YES  NO

MAY WE CONTACT YOUR PREVIOUS EMPLOYER(S)?

YES  NO

**ACCOUNT FOR YOUR TIME DURING ANY INTERNALS OF UNEMPLOYMENT** OTHER THAN WHEN ATTENDING SCHOOL OR IN SERVICE

DATES (MO AND YR)                      EXPLAIN

FROM  
TO

FROM  
TO

**EXTRACURRICULAR ACTIVITIES AND HONORS** (DO NOT INCLUDE RACIAL, RELIGIOUS, OR NATIONALITY GROUPS)

IN HIGH SCHOOL	IN COLLEGE
OFFICES HELD	OFFICE HELD

**SUMMARY OF COMPUTER/DATA EXPERIENCE**

**OPERATIONS**

EQUIPMENT / OPERATING SYSTEMS (CHECK ALL THAT APPLY)

Adtran     Cisco     Lucent     Ascend     Unix     Linux     MAC     NT/Win2K Server     Win 95/98/ME     Other – list below

**PROGRAMMING**

LANGUAGES AND SKILL LEVEL (HEAVY, MEDIUM, LIGHT) AND INDICATE CURRENT USE

HTML                                       C     PHP     Java  
 CGI     Perl     ASP     SQL

LIST ANY DATA BASE, SOFTWARE, ANALYSIS AND/OR SUPERVISORY EXPERIENCE (PACKAGE APPLICATIONS VS. SOFTWARE INVOLVEMENT)

**ACTIVITIES**

INDICATE MEMBERSHIP, DEGREE OF PARTICIPATION, AND OFFICES HELD SINCE LEAVING SCHOOL IN CIVIC, PROFESSIONAL, SOCIAL, ATHLETIC OR OTHER ORGANIZATION OR ACTIVITIES, EXCEPT THOSE ORGANIZATIONS THE NAME OR CHARACTER OF WHICH MAY INDICATE YOUR RACE, COLOR CREED, RELIGION OR NATIONAL ORIGIN.

CURRENT HOBBIES AND RECREATIONAL ACTIVITIES

IN WHAT ADDITIONAL ACTIVITIES WOULD YOU LIKE TO ENGAGE?

**OTHER POSITIONS HELD (INCLUDE SUMMER WORK DURING SCHOOL)**

NAME OF COMPANY	POSITION	EMPLOYMENT DATES	SALARY	REASON FOR LEAVING
_____	_____	_____ to _____	\$ _____ /YR	_____
_____	_____	_____ to _____	\$ _____ /YR	_____

DUTIES:

WHAT DID YOU MOST ENJOY?

WHAT DO YOU LEAST ENJOY?

REASON FOR LEAVING?

**SPECIAL TRAINING** (DESCRIBE SPECIAL TRAINING YOU HAVE RECEIVED THAT WOULD AID YOU IN THE POSITION YOU ARE APPLYING FOR)

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**ADDITIONAL INFORMATION**

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WHAT ARE YOUR PLANS FOR THE FUTURE?

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ARE THERE ANY OTHER EXPERIENCES, SKILLS OR QUALIFICATIONS WHICH YOU FEEL WOULD ESPECIALLY FIT YOU FOR WORK WITH OUR COMPANY?

**BUSINESS/PERSONAL REFERENCES**

GIVE THE NAMES OF FOUR PERSONS YOU ARE NOT RELATED TO, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	OCCUPATION	ADDRESS	PHONE
1			( )
2			( )
3			( )
4			( )

By signing this application, I certify: That this application is complete and accurate to the best of my knowledge and that I have not made any attempt to conceal information and that falsification could be cause for dismissal. Further, JVLNET or its agents may request employment information from my previous employers and persons or corporations who provide information related to my previous employment and will be released from any liability or damage. Also, I agree if required to undergo a medical examination by a company designated physician and understand that medical approval must be obtained before employment can be effected. I have noted that JVLNET is an Equal Opportunity Employer and ad applicants receive lawful consideration for employment without regard to Race, Religion, Color, Sex, Age, National origin, Disability, or Veteran Status. I realize that if I am hired, JVLNET reserves the right to terminate my employment whenever the need arises.

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SIGNATURE

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DATE

**INTERNAL USE ONLY**

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DATE	ACTION