

JoJo's Cookie Company, LLC, Employment Application

A person with a disability or handicap requiring accommodation for completing the application process should notify the Human Resources Manager or hiring point of contact as soon as possible.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Other name(s), if any, under which
you have worked or attended school: _____ Date(s): _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you legally authorized to work in the
United States? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Are you at least 18? YES NO

Have you ever been convicted of a crime or
are there any felony charges pending
against you? YES NO

If yes, for each such matter, please explain the date and nature of the crime; whether or not you were incarcerated and, if so, when did your incarceration begin and how long did it last; your present status (awaiting trial, probation until _____, etc.); and any other information you would like us to consider when evaluating your response.*

*A criminal record is not necessarily a bar to employment; factors such as the age and nature of offense and rehabilitation will be taken into account.

In what languages, if any, are you fluent? _____

Emergency Contact (Name, Address, Telephone Number, Relationship to You):

Education

High School: _____ Address: _____

Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

If the contact information for your supervisor is different than above, please provide their new contact information:

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

If the contact information for your supervisor is different than above, please provide their new contact information:

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

If the contact information for your supervisor is different than above, please provide their new contact information:

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

This application will only be considered for the ninety calendar day period after its receipt by JoJo's Cookie Company, LLC. ("JCC"). Should you wish to be considered after the expiration of this period, you must reapply.

I understand and acknowledge that, if employed, my employment and compensation is at will and that my employment can be terminated by JCC or myself at any time, regardless of the time and manner of payment of my wages and salary, with or without cause and with or without any previous notice, unless otherwise indicated in written agreement with JCC. I also understand and agree that JCC has the right to unilaterally modify and/or terminate any policies, practices, procedures, and standards it has adopted or implemented, to the extent not limited by law. I acknowledge that no JCC employee or representative has either the power or authority to enter into any agreement for employment for any specified period of time, or to make any representations or agreements contrary to any of the foregoing, unless that agreement is in writing and signed by JCC Management. (please initial)_____.

I understand that any prior representations, promises, contracts, or statements made by or on behalf of JCC regarding my at will employment status are expressly superseded by the foregoing paragraph. (please initial)_____.

I certify that the information given herein is true and complete to the best of my knowledge. I understand and agree that JCC may require me to undergo a background investigation, including but not limited to my credit report, employment history, criminal history, driving record, and other personal history provided in this Application. I authorize JCC to investigate both my work and personal history and verify all data given on this Application, on related papers, and in interviews. I authorize all individuals, schools, and employers named herein, except as specifically limited on this application, to provide information requested, and I release them from damages in providing this information. I also release JCC of any claimed liability arising out of such response and disclosure. I waive any written notice of the release of such records that may be required by any state or federal law. I understand and agree that any falsification, misrepresentation, or omission of fact, either on this application or during the pre-hire process, will be reason for (1) my not being offered employment or (2) dismissal at any time from the service of JCC if employed. **(please initial)**_____.

Screening tests for alcohol and controlled substance use may be required before hiring and during employment with JCC. I authorize JCC to conduct alcohol and controlled substance testing of me, and agree to provide blood and/or urine specimens for alcohol and/or drug-screening analysis. **(please initial)**_____.

I am not bound by, and agree not to make, any agreement, oral or written, that is in conflict or prohibits in any way employment with JCC. I will not violate any agreement with or the rights of any third party. If hired by JCC, I certify that when acting within the scope of my employment (or otherwise on behalf of JCC), I will not use or disclose any JCC customer/client confidential information or intellectual property (collectively, "Restricted Materials"), except as expressly authorized by JCC in writing. Further, I have not retained anything containing or reflecting any confidential information of a prior employer or other third party, whether or not created by me. **(please initial)**_____.

I hereby agree not to commence any action or suit (whether statutory, common law, federal, state or otherwise) relating to any employment with JCC more than six (6) months after the date of termination of such employment or the accrual of the cause of action whichever is earlier, and waive any statute of limitations to the contrary. **(please initial)**_____.

JCC is an Equal Opportunity Employer and complies with all applicable laws prohibiting discrimination on the basis of race, ethnicity, color, age, sex (including pregnancy), national origin, religion, citizenship, disability, height, weight, familial status, veteran status, marital status, genetic information, whistleblower status, or any future protected category. JCC will work with the job applicant or employee with a disability to accommodate his or her ability to perform the essential functions of the job, unless the accommodations would impose an undue hardship on the employer. Under Michigan Law, a disabled person must notify JCC in writing of the need for accommodation within 182 days after the date the disabled person knew or reasonably should have known that an accommodation was needed. **(please initial)**_____.

Signature: _____

Date: _____