

**J.H. FLETCHER & CO.**

**An Equal Opportunity Employer**

**Name:** \_\_\_\_\_

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

Thank you for your inquiry regarding employment with our Company.

J.H. Fletcher & Co. provides equal employment opportunities to qualified applicants without regard to race, creed, religion, color, disability, sex or national origin. This policy extends to qualified special disabled veterans, veterans of the Vietnam era, and veterans who served on active duty in a war/campaign/expedition for which a campaign badge has been authorized. This policy covers all phases of employment, as well as rates of pay and other forms of compensation.

In order to be considered for employment, you must print out this form and complete it. You must date, sign and return (by U.S. Mail), the application to:

J.H. Fletcher & Co.  
402 High Street,  
Huntington, West Virginia 25705  
Attn: David Cooper, Vice President of Risk Management and Human Resources

You may include a resume with your application, but one is not required. **NO APPLICATION WILL BE ACCEPTED ELECTRONICALLY. ONLY APPLICATIONS THAT ARE MAILED TO THE ABOVE ADDRESSEE, BY U.S. MAIL, WILL BE ACCEPTED.**

The Company keeps completed applications on active file for ninety (90) days from the date completed. If a position matching your training, qualifications and background becomes available in that period of time, your application will be considered. At the end of ninety (90) days, all applications are removed from our files and destroyed. You are welcome to reapply at that time.

**HUMAN RESOURCES DEPARTMENT**

**DO NOT REMOVE THIS NOTICE**

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**FOR INTERNAL OFFICE USE ONLY**

\_\_\_\_\_  
**REVIEWED BY**

\_\_\_\_\_  
**DATE**

**Job Group (circle applicable group(s)): [1] [2] [3] [4] [5] [6] [7] [8] [9] [10]**

Rev. 08/11

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

**J. H. FLETCHER & CO.**  
402 HIGH STREET  
HUNTINGTON, WEST VIRGINIA 25705  
(304) 525-7811  
<http://www.jhfletcher.com>

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY:

I certify that the information on this application is correct. I understand that J.H. Fletcher & Co. will be relying upon the information that I have provided. I understand that any misrepresentation will result in my disqualification from consideration for employment and, if employed, my discharge.

I understand that neither this application nor the granting of an interview constitutes a contract, an offer or a promise of employment or the provision of any benefit. No promise or contract of employment has been made to me. I understand that if hired, my employment and/or any benefit offered to me will be "at-will". I will be able to resign at any time and for any reason. Likewise, if hired, I understand that J.H. Fletcher & Co. can terminate (end) my employment at any time, with or without cause, unless otherwise required by law.

I understand that if I am offered and accept this at-will employment at J.H. Fletcher & Co., the policies, procedures and work place requirements of J.H. Fletcher & Co. do not constitute contracts of employment or a guarantee or promise of employment. I understand that if employment is offered, it may be terminated by either party at any time with or without cause and that it has no fixed duration. J.H. Fletcher & Co. reserves the right to revise its policies, procedures and work place requirements, in whole or in part, at any time.

I understand that no promise or guarantee of employment or benefit is binding upon J.H. Fletcher & Co. unless a specific promise or guarantee is made, in writing, and expressly, plainly and unambiguously states that the writing is a contract of employment and/or benefits and that the writing is signed both by myself and the President of J.H. Fletcher & Co.

I have read, understand and agree to the above statements:

[Yes] [No] (circle one)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

Please print and use Blue or Black ink ONLY.

Personal Information				
Name	Last	First	Middle	Driver's License No.
				Social Security Number (optional)
Current Address (Physical Address Only, No Post Office Box(es))*	Street	City	State	Zip
Telephone Numbers and Contact Information	Home Phone No.:	Cell Phone No.:	Preferred Method of Contact:	Emergency Contact Person & Phone No.:

\*If your Permanent Address is different from your current address, provide your PERMANENT Physical Address:

\_\_\_\_\_ (Street), \_\_\_\_\_ (City/Town),  
 \_\_\_\_\_ (State/Country) \_\_\_\_\_ (Zip Code)

Are you prevented from lawfully being employed in the United States because of VISA or Immigration status? Yes  No  If Yes, please explain: \_\_\_\_\_

If you are employable in the United States by virtue of having a Work Visa or Resident Alien registration number, do you agree to provide a copy of your Work Visa and Alien documentation? Yes  No

*If yes, please attach a color copy to your application.*

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

**EMPLOYMENT DESIRED**

		<i>J.H. Fletcher &amp; Co. recognizes that you may be applying for any open position. In order to best match your skills, talents and education to job openings, Please answer the following:</i>	
What type of work are you interested in doing?	_____		
	_____		
	_____		
If you are applying in response to an advertisement or notice of job opening, which job(s) are you applying for:	_____		
	_____		
	_____		
Qualifications: Please list any specific education, training, skill, prior work experience and information that you believe would be helpful for consideration:	_____		
	_____		
	_____		
	_____		
Do you wish to work part time or full time?	<input type="checkbox"/> Part Time	<input type="checkbox"/> Full Time	
Are you available to work overtime?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you available to work weekends?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If necessary, are you able to provide a valid Driver's License?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	If yes, which State(s): _____		
If hired, when will you be able to start work?	_____		

**EDUCATION**

School	Name/Location Of School	Course Of Study	Years Completed	Graduate or Degree Earned
Grammar through Middle School				
High School				
Vocational and/or Trade School				
College				
Other (Specify)				

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

Please provide any additional information such as special skills, training, management experience, equipment operation, or qualifications you feel will be helpful to us in considering your application: \_\_\_\_\_  
\_\_\_\_\_

**PRIOR WORK HISTORY**

List your past employment, starting with your most recent employment first. You may attach additional pages if necessary.

	<b>Employer Name Address and Phone Number</b>	<b>Position title/ Duties/ Responsibilities/ Skills Required</b>	<b>Immediate Supervisor Name and Telephone Number</b>	<b>Dates Employed (Start and Stop Dates)</b>	<b>Reason(s) for Leaving</b>	<b>Pay/Wage/ Salary</b>
1.						
2.						
3.						
4.						

Which of your previous jobs did you enjoy the most? Why? \_\_\_\_\_  
\_\_\_\_\_

Which of your previous jobs did you enjoy the least? Why? \_\_\_\_\_  
\_\_\_\_\_

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

### MILITARY SERVICE

Are you a Veteran? Yes  No  Branch of service: \_\_\_\_\_

What duty did you serve and what special training did you receive in the service?  
\_\_\_\_\_  
\_\_\_\_\_

Period of duty (Month & Year): From: \_\_\_\_\_ to \_\_\_\_\_

Rank (OPTIONAL): \_\_\_\_\_

Please List any Current Membership in National Guard or Reserves: \_\_\_\_\_  
\_\_\_\_\_

### BACKGROUND

*The following information relates to Criminal Background/History. A Criminal Conviction record will not necessarily bar employment.*

Have you been charged and/or convicted of any non-parking moving vehicular violations in the past five years?

Yes  No

If yes, list the violations, any restriction(s) placed on your driver's license, and whether or not you have any ongoing obligation with the legal system or Department of Motor Vehicles: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As an adult, have you ever been convicted of a crime?

Yes  No

If yes, state the nature of the conviction and any ongoing legal obligation you have satisfy any court-ordered requirement. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**PROFESSIONAL LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Type of License, Certification, Registration	State and License/ Certification/ Registration Number	If not issued by a State, Issuing Agency or Association	Effective Date(s)

**REFERENCES**

List 3 personal references who are not relatives or former supervisors.

1. Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Years Known: \_\_\_\_\_
2. Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Years Known: \_\_\_\_\_
3. Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Years Known: \_\_\_\_\_

**ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, AGE, MILITARY SERVICE, OR PHYSICAL INFIRMITY.**

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

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**Detach here**

The following is OPTIONAL and is used for internal purposes only. THE INFORMATION PROVIDED BY RESPONDING TO THE FOLLOWING VOLUNTARY SURVEY WILL NOT BE CONSIDERED OR REVIEWED FOR PURPOSES OF YOUR EMPLOYMENT CONSIDERATION. THIS INFORMATION IS FOR INTERNAL USE ONLY.

This information is used to determine whether our recruitment efforts are reaching all segments of the population in the applicable recruitment area, consistent with Federal equal opportunity laws. Your voluntary responses are treated in a highly confidential manner. Your responses are not released to the individuals considering applications, to the selecting supervisor, to anyone else that could affect your application or to the public. No information taken from this form is ever placed in your personnel file. The information you may provide is vital information that is not available from any other source. We can only get the data directly from you. Thank you for helping J.H. Fletcher & Co. to provide better service.

**How did you learn about potential employment opportunities with J.H. Fletcher & Co.?**

- Newspaper Advertisement
- Magazine Advertisement
- Internet
- Workforce West Virginia
- Veterans' Administration
- Work Placement Agency: \_\_\_\_\_(specify)
- State or Federal Employment Assistance Program: \_\_\_\_\_ (specify)
- Religious Organization
- TV/Radio
- Job Fair
- Trade Show
- Coal Show
- Poster
- Student Association
- Trade School, College or Educational Program:  
\_\_\_\_\_ (specify)
- Word of mouth
- Other: \_\_\_\_\_(specify)

**Gender: Check One:**

Male  Female



**Ethnicity: Check One:**

- Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race)
- Not Hispanic or Latino

**Race: Check all that Apply:**

- White (a person having origins in any of the original peoples of Europe, the Middle East or North Africa)
- American Indian or Alaska Native (a person having origins in any of the original peoples of North or South America (including Central America) and who maintains tribal affiliation or community attachment)
- Asian (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, Vietnam, Thailand, Malaysia, Pakistan, or the Philippine Islands)
- Black or African American (a person having origins in any of the black racial groups of Africa)
- Native Hawaiian or Other Pacific Islander (a person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands)