

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, ancestry, gender, religion, creed, color, national origin, age, physical or mental disability, sex, sexual orientation, gender identity or expression, intersex conditions, citizenship, genetic information, marital status, parental status, military or veteran status, political affiliation or belief, or any other protected class. 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.

J.H. Fletcher & Co. is committed to working with and providing reasonable accommodation to individuals with disabilities. If you have an accommodation request because of medical condition or disability for any part of the employment process, please call Human Resources during business hours at (304) 525-7811 or e-mail bblack@jhfletcher.com to initiate the accommodation request.

A job applicant may include a resume with their application, but one is not required. Please note regardless of the job applied for, J.H. Fletcher & Co. maintains applications on active file for ninety (90) days from the date completed. If a position matching an applicant's training, qualifications and background becomes available, The Company will consider the application. At the end of ninety (90) days, all applications are removed from the Company's files and destroyed. Any applicant is welcome to reapply at that time.

HUMAN RESOURCES DEPARTMENT

DO NOT REMOVE THIS NOTICE

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. 04/23

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 & 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.

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

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)