

JONAL LABORATORIES, INC.

456 Center Street, Meriden, CT 06450-3302

(203) 634-4444

Submit Application and/or Resume Electronically to: HR@Jonal.com

APPLICATION FOR EMPLOYMENT

Jonal Laboratories, Inc. (hereafter "Jonal") is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis prohibited by law. Jonal considers applicants for all positions without regard to race, color, religion, gender, national origin/ancestry, age, disability, marital or civil union party status, sexual orientation or any other legally protected status.

PERSONAL INFORMATION

Last Name		First Name		Middle		
Address		Number	Street	City	State	Zip Code
Telephone Number(s):		Home	Work	Cell		
Email Address:						

How did you hear about us? _____

Are you either a U.S. citizen or an alien authorized to work in the United States? Yes No

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status? Yes No

If employment is offered, can you produce documentation required by law to establish work authorization and identity? Yes No

EMPLOYMENT DESIRED

Position(s) applying for: _____ What date would you be available to work? _____

Are you available to work: Full-time Part-time

While we cannot guarantee that overtime will be available, reasonable amounts of overtime may be required from time to time. Advance notice will be provided whenever possible, and employees are expected to work such hours as needed.

Can you work overtime if and/or when your job requires it?

Yes No

Can you travel if your job requires it?

Yes No

Have you ever been dismissed, involuntarily terminated, or forced to resign from employment?

Yes No

If yes, please explain on the reverse side of this sheet

EDUCATION AND TRAINING

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School, Prep School			9 10 11 12	
College, University			1 2 3 4	
Graduate, Professional Trade, Business School				

Academic Scholarships/Awards _____

Describe any specialized training, licenses or certifications:

Has any license or certification you have held been surrendered, suspended or revoked for any reason? If so, please explain: _____

EMPLOYMENT EXPERIENCE

Starting with your ***most recent employment***, provide your complete employment history for the past 10 years. Include any job-related military service assignments and volunteer activities. Please be aware that your current employer may be contacted unless you ask us not to do so. If you provide a resume that contains some of the requested information, you must nonetheless complete the fields marked by an asterisk (*).

Employer* _____ From _____ To _____

Address _____

Telephone Number(s) _____ Job Title _____

Duties & Accomplishments _____

Supervisor (Name and Title) _____

Reason for leaving* _____

EMPLOYMENT EXPERIENCE (CONTINUED)

Employer* _____ From _____ To _____

Address _____

Telephone Number(s) _____ Job Title _____

Duties & Accomplishments _____

Supervisor (Name and Title) _____

Reason for leaving* _____

Employer* _____ From _____ To _____

Address _____

Telephone Number(s) _____ Job Title _____

Duties & Accomplishments _____

Supervisor (Name and Title) _____

Reason for leaving* _____

Employer* _____ From _____ To _____

Address _____

Telephone Number(s) _____ Job Title _____

Duties & Accomplishments _____

Supervisor (Name and Title) _____

Reason for leaving* _____

(If you need additional space, please continue on back of application or attach additional sheets.)

REFERENCES

Please provide names of 3 professional references, not related to you, whom you have known at least one year.

<u>NAME</u> <u>PHONE</u>	<u>TITLE</u>	<u>HOME PHONE</u>	<u>BUSINESS</u>
-----------------------------	--------------	-------------------	-----------------

1. _____
2. _____
3. _____

SKILLS AND EXPERIENCE

State any other skills or experience relevant to the job for which you are applying that you think may be helpful to us in considering your application:

AT-WILL EMPLOYMENT DISCLAIMER AND APPLICANT'S AGREEMENT AND CERTIFICATION

I certify that the answers given in this application are true to the best of my knowledge, I understand that the use of this application form does not indicate that there are any positions open and does not in any way obligate Jonal Laboratories, Inc. ("Jonal").

I understand that should I be granted an interview, no representations that may be made at the interview are to be construed as creating any obligation, promise or contract on behalf of Jonal. Further, in consideration of my employment, I agree to conform to the policies and procedures of Jonal, as they may from time to time be implemented or revised, and that my employment and compensation are "at-will" and can be terminated with or without cause at any time for any lawful reason at the option of either Jonal or myself. I understand that no supervisory, management or any other employee at Jonal has any authority to make a commitment of guaranteed or continuing employment to me, and no document or publication of Jonal or conduct of anyone at Jonal should be interpreted to make such a guarantee, unless the President of Jonal specifically acknowledges such change in writing.

I understand that false or misleading information given in my application, resumes, interview(s) or during the course of my employment may result in withdrawal of a job offer or discipline up to and including termination of employment, whenever the omission or falsehood is discovered. I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I may be subject to a drug test and/or a medical examination that I must pass before I commence work. **I have read, understood and agree to the foregoing.**

Signature of Applicant

Date

NOTICE OF BACKGROUND CHECK AND FAIR CREDIT REPORTING ACT DISCLOSURE

As part of the interview process, Jonal Laboratories, Inc. ("Jonal") may conduct a background check. If you are hired, Jonal may also conduct a background check in deciding whether to continue your employment and when making other employment-related decisions directly affecting you. As part of the background check, Jonal may obtain a "consumer report" from a "consumer reporting agency." These terms are defined in the Fair Credit Reporting Act ("FCRA"), which applies to you. A consumer report includes information regarding such issues as your credit standing, criminal record, motor vehicle record, character and reputation. If Jonal obtains a "consumer report" about you and considers any information in the "consumer report" when making an employment-related decision that directly and adversely affects you, you will be provided with a copy of the report before the decision is finalized. You may also contact the Federal Trade Commission in Washington, D.C., about your rights under the FCRA as a consumer regarding "consumer reports" and the "consumer reporting agencies" that prepare these reports. Your signature below authorizes Jonal to obtain consumer reports regarding you from consumer reporting agencies in connection with your application and during the course of your employment. Please note that if you have placed a "freeze" on your credit file in conjunction with the Connecticut law that permits such a restriction on accessing your information, you will be required to lift that freeze for Jonal to obtain a credit report and to complete its employment application process. A delay in lifting the freeze may delay or halt the processing of your employment application.

To perform the background check, please provide the following information:

Driver's License No: _____ State: _____
Print Name: _____ Former Name (if any): _____
Previous Addresses (if any) for last 7 years: _____

AUTHORIZATION TO COLLECT BACKGROUND INFORMATION

I have applied for employment with Jonal Laboratories, Inc. ("Jonal"). I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize representatives of Jonal to obtain pertinent information from my previous employers, references, and other persons with knowledge of my work history and background, financial history, education, regulatory or police records, driving records, licensing status or professional designation, and character or reputation, and to consider the information provided by the background check when making decisions regarding my employment at Jonal. I authorize all previous employers, references or other persons having knowledge of my record or myself to release such information to Jonal, and hereby release all persons from liability for any damage that may result from furnishing such information to Jonal. **A photocopy of this authorization may be accepted in lieu of the original.**

Signature: _____ Print Name: _____

CRIMINAL BACKGROUND

THIS PORTION OF THE APPLICATION WILL ONLY BE REVIEWED BY MEMBERS OF THE HUMAN RESOURCES DEPARTMENT, THOSE INVOLVED IN INTERVIEWING THE APPLICANT, AND THE PERSON(S) MAKING THE HIRING DECISION.

Have you ever been convicted of or pleaded guilty or nolo contendere (no contest) to any violation of any state, federal, county, or municipal law, other than a traffic violation? Yes No

If yes, please give information regarding the nature of the charge, the date and location of conviction and the final disposition of the case:

Applicants are not required to disclose the existence of an arrest, criminal charge or conviction for which records have been "erased." The types of records subject to erasure under Connecticut law are as follows: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled"; (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon.

Any applicant whose criminal records were erased will be considered to have never been arrested and may so state under oath.

I understand that the information provided above will not necessarily result in the rejection of my application, but that the nature of the information will be considered as it relates to the performance of the job duties in question and in light of the requirements of state and federal law.

Applicant's Signature: _____

Date: _____

NOTICE TO APPLICANTS REGARDING
PRE-EMPLOYMENT DRUG TESTING

Any individual applying for employment with Jonal Laboratories, Inc. ("Jonal") will be required to submit to a urinalysis drug test as a mandatory part of the employment application process.

This notice serves as a written statement of Jonal's intention to conduct drug testing as part of the application process. The testing will be conducted in accordance with the procedures required by applicable state and federal regulations.

Tested applicants will be given a copy of any positive test result. All test results shall be considered confidential by Jonal and shall not be disclosed to the employees of Jonal, or any other person, other than to those persons for whom such disclosure is necessary. Positive test results, or a refusal to sign this consent form and participate in pre-employment drug testing, shall be grounds for denial of employment.

Arrangements for testing will be made by a representative of Jonal, in consultation with each applicant. Cooperation in scheduling the testing is important for processing an application.

By signing below, you consent to be drug tested and acknowledge you have thoroughly read the foregoing notice and policy, and you understand and agree that in order to be considered for employment with Jonal, you will comply in full with Jonal's drug testing policy.

Applicant Signature

Date

Name (Please Print)

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

Government agencies require periodic reports on the gender, ethnicity, and veteran status of applicants. This data is for analysis in preparing government reports and for affirmative action purposes only. It is confidential and will be kept separate from your application. Those making the hiring decision will not use it.

YOU ARE NOT REQUIRED TO PROVIDE THIS INFORMATION BUT YOUR COOPERATION IN COMPLETING THIS FORM WOULD BE APPRECIATED.

Position Applied For: _____

GENDER: Male _____ Female _____

RACE/ETHNIC GROUP (see definitions below) (CHECK ONE):

White _____ Black or African American _____ Asian _____

Hispanic or Latino _____ Native Hawaiian or Other Pacific Islander _____

American Indian or Alaska Native _____ Two or More Races _____

VETERAN STATUS (see definitions below) (CHECK ONE, IF APPLICABLE):

Special Disabled Veteran _____ Vietnam Era Veteran _____

Other Protected Veteran _____ Recently Separated Veteran _____

DEFINITIONS:

White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

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.

Hispanic or Latino: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

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 Alaska 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.

Two or More Races (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

Special Disabled Veterans: (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans' Affairs for a disability (A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment handicap, or (ii) a person who was discharged or released from active duty because of a service-connected disability.

Veterans of the Vietnam Era: a person who: (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961 and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or (ii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service-connected disability if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961 and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases.

Other Protected Veteran: veterans who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized. To identify the campaigns or expeditions that meet the criterion identified herein, please refer to <http://www.opm.gov/veterans/html/vgmedal2.htm> or contact (301) 306-6752.

Recently Separated Veteran: any veteran who served on active duty in the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran's discharge or release from active duty.