

EMPLOYMENT APPLICATION



Date: _____

Personal Information

First Name: _____ Middle: _____ Last: _____

Street Address: _____ Social Security #: _____

City / State / Zip: _____ Phone #: _____

How did you find out about this job? Newspaper Referral Other: _____

If hired, do you have a reliable means of transportation to get to work? Yes No What is it? _____

Minimum salary expected: _____ Are you at least 18 years old? Yes No

If the job you are applying for requires driving: License#: _____ State Issued: _____ Exp Date: _____

Are you legally eligible for employment in the U.S.? Yes No (proof of U.S. citizenship or immigration status will be required if hired)

Have you been convicted of a crime, other than a minor traffic violation, in the last 10 years? Yes No

If yes, state the nature of the offense and disposition of the case. Include dates and places. (NOTE: the existence of a criminal record does not constitute an automatic bar to employment): _____

Employment Data

Are you seeking: Temporary Full-Time Part-Time What position(s) are you applying for? _____

What hours and shift(s) would you prefer to work? _____

Please indicate any shift(s) you would not be available to work: _____

Are you willing to work overtime? Yes No Weekends? Yes No Holiday? Yes No

Are you currently employed? Yes No If hired, when would you be able to start? _____

Have you ever worked for this company before? Yes No If yes, name used?: _____

List any friends or relatives employed by this company: _____

Are you on layoff and subject to recall? Yes No

Have you ever been discharged or asked to resign from any position? Yes No If yes, please describe: _____

How many days have you missed from school or work within the last year other than approved vacation, sick or disability leave? _____

How many days have you been late from school or work within the last year other than approved vacation, sick or disability leave? _____

Please describe: _____

If applicable, please refer to the attached job description for the position for which you are applying. Are you able to perform all of these tasks with or without reasonable accommodation? Yes No Please describe which tasks, if any, you will need an accommodation to perform, and explain what type of accommodation you will need: _____

Education

Elementary: 1 2 3 4 5 6 7 8

Secondary: 9 10 11 12 G.E.D.

College: 1 2 3 4 5 6 7 8

Name of School: _____

Name of School: _____

Name of School: _____

Location of School: _____

Location of School: _____

Location of School: _____

If currently in high school, are you enrolled in a recognized co-op program? Yes No

Degree / Major: _____

If yes, identify program and school: _____

Military Service

Are you a veteran? Yes No If yes, give dates of service: From _____ To _____ List any special skills or training: _____

Work History (please list your last 4 employers. Begin with the most recent)

1. Company _____ Phone # with area code _____
Address _____ City/State/Zip _____
Dates of Employment: From _____ To _____ Salary: Beginning _____ Ending _____
Job Title _____ Supervisor's Name and Title _____
Describe duties briefly: _____
Specific reason for leaving: _____

2. Company _____ Phone # with area code _____
Address _____ City/State/Zip _____
Dates of Employment: From _____ To _____ Salary: Beginning _____ Ending _____
Job Title _____ Supervisor's Name and Title _____
Describe duties briefly: _____
Specific reason for leaving: _____

3. Company _____ Phone # with area code _____
Address _____ City/State/Zip _____
Dates of Employment: From _____ To _____ Salary: Beginning _____ Ending _____
Job Title _____ Supervisor's Name and Title _____
Describe duties briefly: _____
Specific reason for leaving: _____

4. Company _____ Phone # with area code _____
Address _____ City/State/Zip _____
Dates of Employment: From _____ To _____ Salary: Beginning _____ Ending _____
Job Title _____ Supervisor's Name and Title _____
Describe duties briefly: _____
Specific reason for leaving: _____

May we contact all of the employers listed above? Yes No If not, tell us which one(s) you do not wish us to contact and why: _____

Why are you seeking a new position at this time? _____

List any business related outside activities and organizations you're active in: _____

Please Read the Following Carefully, Then Sign and Date the Application

I authorize this company to make an investigation of all information contained in this employment application and I release from liability all companies and corporations supplying such information. I understand any false answers, statements or implications made by me on this application or other required documents shall be considered sufficient cause for denial of employment or discharge. Upon termination of employment for whatever reason, I release this company from all liability for supplying any information concerning my employment to any potential employer. I authorize this company, if applicable, to request a copy of my credit report, motor vehicle driving record and any other investigative report deemed necessary through various third party sources. As required by law, upon request within a reasonable period of time, I will be notified as to the nature and scope of such investigations. I hereby agree to submit to any drug/alcohol test required by me, whether prior to my employment or if employed by this company at any time thereafter. I understand and expressly agree that if employed by the company, storage areas provided for me (locker, desk, etc.) are open to investigation or search by the company without prior notice to me. I further understand that this is an application for employment and that no employment contract is being offered. I understand that if I am employed, such employment is for an indefinite period of time and the company may change wages, benefits and conditions at any time in writing. My employment is at will. Last, I have read and understand the above.

Applicant's Signature _____ Date _____

Check over the foregoing application, to ensure that it is complete and signed

Kline's Services, Inc. is an Equal Opportunity Employer. All applicants are considered without regard to race, color, religion, sex, national origin, age, marital status, job-related disability, sexual orientation or any other basis that is protected by federal, state or local law. This employment application is only active for 6 months. After this time period, a separate employment application must be submitted in order to be considered for employment.