



DEPT _____

An Equal Opportunity Employer

EMPLOYMENT APPLICATION

Qualified applicants receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, creed, color, national origin, religion, handicap, age or sex, etc. as prohibited by law or regulation.

PERSONAL IDENTIFICATION

Name _____ Social Security # _____ Date _____
Last First Middle

Address _____
Street City State Zip

How long have you lived at your present address? _____

Home Telephone: _____

Business Telephone: _____

WORK PREFERENCE

NOTE: ALL QUESTIONS MUST BE ANSWERED IN THE "WORK PREFERENCE" AND "GENERAL DATA" SECTIONS.

- Kind of work desired _____ Expected weekly salary _____
- If hired, on what date would you be available to begin? _____
- Types of work Part time Full time Short term Long term
- Shifts or times you will work Day Night Graveyard Rotating
- Days of the week available Mon Tues Wed Thurs Fri Sat Sun Hol
- Will you work daily overtime on occasion, if necessary? _____
- Will you work extra days in the week, if necessary? _____

GENERAL DATA

- Who referred you to us? _____
- Have you ever worked for KGA before? _____ When? From _____ To _____
- Do you have relatives working for KGA? _____ If yes, whom? _____
Where? _____
- Do you plan to attend school while working? _____ Where? _____
 Day student Night Student Part time student
- Do you plan to work elsewhere while working at KGA? _____ If yes, where? _____
What hours will be your regular work shift at your other job? _____ a.m./p.m. to _____ a.m./p.m.
Will this job be: Full time Part time Other, if "other" Explain: _____
- Do you have continuing military obligations such as National Guard or Reserve, which might require special scheduling? _____
- Have you ever been refused a surety bond or had one cancelled? _____ Circumstances? _____
- If employed, can you provide proof of US Citizenship or authorization to be employed in the US? _____
- Have you ever been arrested, indicted or convicted of a law violation other than a minor traffic violation (a criminal record does not automatically bar employment)? _____

EMPLOYMENT HISTORY

List all periods of employment for the last five years. List your last or current employer first. Account for all time whether employed or unemployed for this five year period.

1. Employer's name _____ Address _____ Phone _____

Main duties _____

Promotions _____ Supervisor _____

Date started _____ Date ended _____ Starting pay _____ Ending pay _____

What did you like most about this job? _____

What did you like least about this job? _____

Why did you leave? _____

If hired, must you give advance notice to your employer? _____ How much? _____

Do you authorize us to contact your present employer for a reference? _____

2. Employer's name _____ Address _____ Phone _____

Main duties _____

Promotions _____ Supervisor _____

Date started _____ Date ended _____ Starting pay _____ Ending pay _____

What did you like most about this job? _____

What did you like least about this job? _____

Why did you leave? _____

Do you authorize us to contact your present employer for a reference? _____

3. Employer's name _____ Address _____ Phone _____

Main duties _____

Promotions _____ Supervisor _____

Date started _____ Date ended _____ Starting pay _____ Ending pay _____

What did you like most about this job? _____

What did you like least about this job? _____

Why did you leave? _____

Do you authorize us to contact your present employer for a reference? _____

Other positions and periods of employment:

	Employer	Duties	From	To	Begin Pay	Ending Pay	Reason for Leaving
4.							
5.							
6.							

Do you authorize us to contact these previous employers for references? _____

If no, which ones cannot be contacted and why? _____

7. List all periods of unemployment for the last five years. List your last or current unemployment first.

	From	To	Reason for Unemployment

EDUCATION AND TRAINING

Describe your prior experience in the type of work you want. _____

Describe any formal schooling or training for this work: _____

List any licenses, certificates, honors, or awards you may have: _____

Grade and High School	Name of Last School _____ Location _____ Date Left _____ (Circle Highest Year Completed) 8 9 10 11 12 Special Courses (typing, etc.) _____ Did you graduate or do you have graduate equivalency? _____
	Name _____ Location _____ Years Attended _____ Location _____ Date Left _____ Major Subject _____
Other (Graduate, Trade School, Correspondence School, Etc.)	Name _____ Location _____ Length of Course _____ Was Course Completed? ____ When? _____ Subject _____

List any languages you speak, read, or write fluently (not required) _____

PERSONAL REFERENCES

Other than previous employers or relatives

	Name	Address	City	State	How Long Known	Capacity Known
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____

Please indicate if you have experience in any of the following:

- 10 Key Computer Style _____ Computer Programs (list below)
 Cash Register Typewriter (wpm) _____ Turf Grass Maint. Equip. (list below)

List any other special skills you may have which are not already listed. _____

PERSONAL INFORMATION

Answer required only after employment for personnel records.

Number of dependents _____ Date of birth _____ Sex _____ Height _____ Weight _____

Marital status Single Married Separated Divorced Widowed

Person to notify in case of emergency: _____

Name of spouse (if any) _____ Spouse's Employer _____

CERTIFICATE OF APPLICANT (Read carefully before signing.) All information provided by me is true and correct to the best of my knowledge, I understand omissions or misrepresentations constitute cause for rejection or if employed, may subject me to disciplinary action which may include termination. I hereby authorize any former employer, person, firm or corporation listed hereon including this company to answer any and all questions and agree to hold all persons harmless for giving any and all truthful information within their knowledge or records. I understand this is a preliminary application and not a contract to employ me. I agree to take and pass a company-paid-for physical examination by a physician at any time before or after employment as a condition of employment. If employed, I agree to comply with all reasonable rules of the company as a condition of continued employment. In the event the company advances me money or other things of value, or I otherwise become indebted financially to the company, I agree to repay the company and also that any wages due me upon termination may be offset by payroll deduction against such monies due the company. It is also understood that if employed I am subject to a 90-day orientation period. My employment may be terminated at any time, at the option of either myself or the company. I understand that no management representative has any authority to make any agreement contrary to the foregoing, or enter into any agreement for employment for any specific length of time.

Date _____

Signature of Applicant _____

