



APPLICATION FOR EMPLOYMENT

we make wood work

Personal Information

<i>Name (Last, First, Middle)</i>				
<i>Present Address:</i>	<i>Apt. #</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Permanent Address:</i>	<i>Apt. #</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Are you over 18?</i> <input type="radio"/> yes <input type="radio"/> no	<i>Home Phone</i>	<i>Cell Phone</i>	<i>Other</i>	
<i>Email Address</i>				

Desired Employment

<i>Position</i>	<i>Date you can start</i>	<i>Desired Pay</i>
<i>Are you employed now?</i> <input type="radio"/> yes <input type="radio"/> no	<i>May we contact your present employer?</i> <input type="radio"/> yes <input type="radio"/> no	
<i>Have you previously applied to our company?</i> <input type="radio"/> yes <input type="radio"/> no	<i>If so, when?</i>	
<i>Have you previously worked for our company?</i> <input type="radio"/> yes <input type="radio"/> no	<i>If so, when?</i>	<i>Supervisors Name</i>
<i>If so, reason for leaving K&J</i>		

Education

<i>School Level</i>	<i>Name & Location of School</i>	<i># of Years Attended</i>	<i>Did you Graduate?</i>	<i>Subjects Studied</i>
<i>High School</i>				
<i>College</i>				
<i>Trade or Business School</i>				
<i>Subjects of Special Study or Research Work</i>				
<i>Special Training</i>				
<i>Special Skills</i>				

Former Employer*List below your last 3 employers, begin with most recent.***Employer Name****Address** **City** **State** **Zip****Start Date** **End Date** **Job Title****Starting Pay** **Ending Pay** **May we contact your supervisor** *yes* *no***Name of Supervisor** **Title** **Phone****Description of Work****Reason for Leaving****Former Employers***List below your last 3 employers, begin with most recent.***Employer Name****Address** **City** **State** **Zip****Start Date** **End Date** **Job Title****Starting Pay** **Ending Pay** **May we contact your supervisor** *yes* *no***Name of Supervisor** **Title** **Phone****Description of Work****Reason for Leaving****Former Employers***List below your last 3 employers, begin with most recent.***Employer Name****Address** **City** **State** **Zip****Start Date** **End Date** **Job Title****Starting Pay** **Ending Pay** **May we contact your supervisor** *yes* *no***Name of Supervisor** **Title** **Phone****Description of Work****Reason for Leaving**

References*Please provide 3 references of persons not related to you and who have known you for at least 1 year.*

<i>Name</i>	<i>Address</i>	<i>Business</i>	<i>Years Known</i>

Service Record

<i>Branch of Service</i>	<i>Discharge Date</i>	<i>Work Performed</i>	<i>Rank at time of Discharge</i>

Criminal Record

Have you been convicted of a felony within the last 5 years? yes no
If yes, please explain below. This will not necessarily exclude you from consideration.

Driving Record

I would like to be considered for a position that requires a valid driver's license
 yes no *(if yes, complete this section)*

<i>Driver's License Number</i>	<i>Driver's License Issuing State</i>	<i>Date of Birth</i>	<i>Gender</i>

I agree that K&J Woodworks can pull my driving record

SIGNATURE**DATE****AUTHORIZATION**

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN, THE REFERENCES AND EMPLOYERS LISTED HEREIN TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE."

SIGNATURE**DATE**

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INTERVIEW INFORMATION	
<i>Interviewed by</i>	<i>Date</i>
<i>Comments</i>	

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<i>Comments</i>	

<i>Hire Date</i>	<i>Department</i>	<i>Position</i>
<i>Starting Pay</i>	<i>Supervisor</i>	
<i>Approved by</i>		<i>Date</i>
<i>Approved by</i>		<i>Date</i>

**Please return completed application of anyone hired to the Admin Office*