



# K&S Associates, Inc.

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WWW.KSGCSTL.COM

## APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE

AN EQUAL OPPORTUNITY EMPLOYER

### PERSONAL INFORMATION

DATE \_\_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

PRESENT ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

PERMANENT ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

HOME PHONE # (\_\_\_\_) \_\_\_\_\_ CELL# (\_\_\_\_) \_\_\_\_\_

ARE YOU 18 YRS OR OLDER? \_\_\_ YES \_\_\_ NO \_\_\_

APPLYING FOR: FULL TIME \_\_\_ PART TIME \_\_\_

HOW YOU LEARNED OF THIS JOB OPPORTUNITY: \_\_\_\_\_

HAVE YOU BEEN CONVICTED OF ANY OFFENSE OTHER THAN A MINOR TRAFFIC VIOLATION \*\* \_\_\_ YES \_\_\_ NO

IF YES, PLEASE DESCRIBE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARE YOU ABLE, AT THE TIME OF EMPLOYMENT TO SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE US? \_\_\_ YES \_\_\_ NO **NOTE:** IF HIRED, YOU MUST COMPLETE THE I-9 FORM REQUIRED BY THE US IMMIGRATION AND NATURALIZATION SERVICE NO LATER THAN THREE (3) BUSINESS DAYS AFTER YOUR DATE OF HIRE.

THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1987 PROHIBITS DISCRIMINATION ON THE BASIS OF AGE WITH RESPECT TO INDIVIDUALS WHO ARE AT LEAST 40 BUT LESS THAN 70 YEARS OF AGE.

\*\* YOU WILL NOT BE DENIED EMPLOYMENT SOLELY BECAUSE OF A CONVICTION RECORD, UNLESS THE OFFENSE IS RELATED TO THE JOB FOR WHICH YOU HAVE APPLIED.

### EMPLOYMENT DESIRED

POSITION \_\_\_\_\_ DATE YOU CAN START \_\_\_\_\_ SALARY DESIRED \_\_\_\_\_

ARE YOU EMPLOYED NOW? \_\_\_\_\_ IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? \_\_\_\_\_

### EDUCATION & TRAINING

CIRCLE THE HIGHEST GRADE COMPLETED 8 9 10 11 12 GED COLLEGE 1 2 3 4 5 6 7 8

COLLEGE, UNIVERSITY, OTHER	NO. CREDITS COMPLETED	DEGREE TYPE/YR	MAJOR	GRADE AVERAGE	HIGHEST POSSIBLE
_____	_____	_____	_____	_____	_____

**EMPLOYMENT HISTORY** PLEASE COMPLETE THE EMPLOYMENT HISTORY IN ITS ENTIRELY. YOU MAY PROVIDE A RESUME IN LIEU OF FILLING OUT THE EMPLOYMENT HISTORY. THE RESUME SHOULD INCLUDE THE REQUESTED INFORMATION BELOW. BEGIN WITH THE MOST RECENT. INCLUDE MILITARY SERVICE AND ALL PERIODS OF UNEMPLOYMENT EXCEEDING 90 DAYS.

COMPANY NAME \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_  
PHONE (\_\_\_\_) \_\_\_\_\_ SUPERVISOR'S NAME \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_  
START: MONTH \_\_\_\_ YEAR \_\_\_\_ STARTING SALARY \_\_\_\_\_ TO: MONTH \_\_\_\_ YEAR \_\_\_\_  
FINAL SALARY: \_\_\_\_\_ FULL TIME \_\_\_\_ PART TIME \_\_\_\_  
JOB TITLE \_\_\_\_\_ DUTIES \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_  
PHONE (\_\_\_\_) \_\_\_\_\_ SUPERVISOR'S NAME \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_  
START: MONTH \_\_\_\_ YEAR \_\_\_\_ STARTING SALARY \_\_\_\_\_ TO: MONTH \_\_\_\_ YEAR \_\_\_\_  
FINAL SALARY: \_\_\_\_\_ FULL TIME \_\_\_\_ PART TIME \_\_\_\_  
JOB TITLE \_\_\_\_\_ DUTIES \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_  
PHONE (\_\_\_\_) \_\_\_\_\_ SUPERVISOR'S NAME \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_  
START: MONTH \_\_\_\_ YEAR \_\_\_\_ STARTING SALARY \_\_\_\_\_ TO: MONTH \_\_\_\_ YEAR \_\_\_\_  
FINAL SALARY: \_\_\_\_\_ FULL TIME \_\_\_\_ PART TIME \_\_\_\_  
JOB TITLE \_\_\_\_\_ DUTIES \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_  
PHONE (\_\_\_\_) \_\_\_\_\_ SUPERVISOR'S NAME \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_  
START: MONTH \_\_\_\_ YEAR \_\_\_\_ STARTING SALARY \_\_\_\_\_ TO: MONTH \_\_\_\_ YEAR \_\_\_\_  
FINAL SALARY: \_\_\_\_\_ FULL TIME \_\_\_\_ PART TIME \_\_\_\_  
JOB TITLE \_\_\_\_\_ DUTIES \_\_\_\_\_

**REFERENCES** PLEASE GIVE THE NAMES OF TWO PERSONS (NOT RELATIVES OR FORMER EMPLOYERS) WHO HAVE KNOWN YOU FOR FIVE YEARS OR MORE, AND WHOM WE MAY CONTACT.

NAME \_\_\_\_\_ NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_ ADDRESS \_\_\_\_\_  
YRS KNOWN \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_ YRS KNOWN \_\_\_\_\_ PHONE(\_\_\_\_\_) \_\_\_\_\_

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**IN CASE OF EMERGENCY, PLEASE NOTIFY:**

NAME: \_\_\_\_\_  
HOME ADDRESS \_\_\_\_\_  
HOME PHONE (\_\_\_\_\_) \_\_\_\_\_ CELL# \_\_\_\_\_  
WORK ADDRESS \_\_\_\_\_  
WORK PHONE (\_\_\_\_\_) \_\_\_\_\_

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**IMPORTANT: PLEASE READ AND SIGN**

1. I DECLARE THAT ALL STATEMENTS AND ANSWERS IN THIS APPLICATION ARE TRUE AND COMPLETE AND AGREE THAT ANY UNTRUTH, MISLEADING ANSWER, OMISSION, CONCEALMENT OR FAILURE TO ANSWER ANY QUESTION FULLY, COMPLETELY AND ACCURATELY WILL BE GROUNDS FOR TERMINATING MY EMPLOYMENT IRRESPECTIVE OF WHEN IT IS DISCOVERED.
2. I AUTHORIZE MY EMPLOYER OR MY EMPLOYER'S AGENT TO INVESTIGATE MY REFERENCES, TO COMMUNICATE WITH MY FORMER EMPLOYERS CONCERNING THE SAME, AND TO MAKE AN INDEPENDENT INVESTIGATION OF MY CHARACTER, CONDUCT AND EMPLOYMENT RECORD AND TO KEEP AND PRESERVE RECORDS OF SUCH INVESTIGATIONS. ADDITIONALLY, I RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING INFORMATION TO K&S ASSOCIATES.
3. I AGREE THAT UPON TERMINATION OF MY EMPLOYMENT, I WILL RETURN ALL COMPANY PROPERTY AND RECORDS IN MY POSSESSION.
4. IF EMPLOYED, I AGREE TO READ AND COMPLY WITH COMPANY RULES, REGULATIONS AND POLICIES.
5. I UNDERSTAND THAT ALL EMPLOYEES OF THE COMPANY ARE EMPLOYEES AT WILL AND, AS SUCH, ARE FREE TO RESIGN AT ANY TIME WITHOUT REASON. THE COMPANY, LIKEWISE, RETAINS THE RIGHT TO TERMINATE AN EMPLOYEE'S EMPLOYMENT AT ANY TIME WITH OR WITHOUT REASON OR NOTICE. NOTHING CONTAINED IN THE EMPLOYEE HANDBOOK OR ANY OTHER DOCUMENT PROVIDED TO THE EMPLOYEE IS INTENDED TO BE, NOR SHOULD IT BE, CONSTRUED AS A GUARANTEE THAT EMPLOYMENT OR ANY BENEFIT WILL BE CONTINUED FOR ANY PERIOD OF TIME. ANY SALARY FIGURES PROVIDED TO AN EMPLOYEE IN ANNUAL OR MONTHLY TERMS ARE STATED FOR THE SAKE OF CONVENIENCE OR TO FACILITATE COMPARISONS AND ARE NOT INTENDED AND DO NOT CREATE AN EMPLOYMENT CONTRACT FOR ANY SPECIFIC PERIOD OF TIME.

**APPLICANT**  
**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_