

# APPLICATION FOR EMPLOYMENT

## KRIER & BLAIN, INC.

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
LAST FIRST MI.

**Position(s) applied for or type of work desired:** \_\_\_\_\_ **Full time** \_\_\_\_ **Part time** \_\_\_\_ **Temp** \_\_\_\_  
**Address:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_  
STREET/NUMBER  
CITY STATE/ZIP **Date available to start work:** \_\_\_\_\_

- Do you have any objection to working overtime, if necessary?** Yes \_\_\_\_ No \_\_\_\_
- Can you travel, if required by this position?** Yes \_\_\_\_ No \_\_\_\_
- Have you ever been previously employed by our organization?** Yes \_\_\_\_ No \_\_\_\_
- Can you submit proof of legal employment authorization & identity?** Yes \_\_\_\_ No \_\_\_\_
- If you are under 18, can you furnish a work permit if required?** Yes \_\_\_\_ No \_\_\_\_
- Have you been convicted of a crime in the last 7 years?** Yes \_\_\_\_ No \_\_\_\_

If yes, please explain (a conviction will not automatically bar employment): \_\_\_\_\_

**Drivers license number:** \_\_\_\_\_

**How were you referred to us?** \_\_\_\_\_

### EMPLOYMENT HISTORY

**Please provide all employment information for your past four employers starting with the most recent:**

**Employer:** \_\_\_\_\_ **Position held:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_  
**Immediate supervisor & title:** \_\_\_\_\_  
**Dates employed:** from \_\_\_\_\_ to \_\_\_\_\_ **Wage/salary:** \_\_\_\_\_ hourly/annual  
MO/YR MO/YR

**Description of duties:** \_\_\_\_\_  
**Reason for leaving:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Position held:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_  
**Immediate supervisor & title:** \_\_\_\_\_  
**Dates employed:** from \_\_\_\_\_ to \_\_\_\_\_ **Wage/salary:** \_\_\_\_\_ hourly/annual  
MO/YR MO/YR

**Description of duties:** \_\_\_\_\_  
**Reason for leaving:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Position held:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_  
**Immediate supervisor & title:** \_\_\_\_\_  
**Dates employed:** from \_\_\_\_\_ to \_\_\_\_\_ **Wage/salary:** \_\_\_\_\_ hourly/annual  
MO/YR MO/YR

**Description of duties:** \_\_\_\_\_  
**Reason for leaving:** \_\_\_\_\_

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 Immediate supervisor & title: \_\_\_\_\_  
 Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Wage/salary: \_\_\_\_\_ hourly/annual  
 MO/YR MO/YR  
 Description of duties: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

**EDUCATIONAL HISTORY**

Circle last year of education completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18+

Was diploma obtained by passing H.S. Equivalency (GED) test? Yes \_\_\_ When \_\_\_\_\_ No \_\_\_

List schools attended, starting with most recent (college, high school, vocational school, etc.):

|                               |                     |                         |
|-------------------------------|---------------------|-------------------------|
| Name/location of school _____ |                     |                         |
| Degree _____                  | Major/courses _____ | Did you graduate? _____ |
| Name/location of school _____ |                     |                         |
| Degree _____                  | Major/courses _____ | Did you graduate? _____ |
| Name/location of school _____ |                     |                         |
| Degree _____                  | Major/courses _____ | Did you graduate? _____ |

**OTHER SKILLS AND QUALIFICATIONS**

Summarize any job-related training skills, licenses, certificates and/or other qualifications:

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

**REFERENCES**

List 3 reference names, telephone numbers & years known: (Do not include relatives or employers.)

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

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application, whenever it may be discovered, will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either the employer or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

INTERVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

HIRED: \_\_\_\_\_ POSITION: \_\_\_\_\_ DEPT: \_\_\_\_\_  
 WAGE: \_\_\_\_\_ STARTING DATE: \_\_\_\_\_ APPROVED: \_\_\_\_\_