

# EMPLOYMENT APPLICATION

Date \_\_\_\_\_

Position applying for \_\_\_\_\_ Date available to work \_\_\_\_\_

**Please print in ink and complete all information:**

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address: Number & Street \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone number (\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_

Social Security Number: (required on first interview)

Age: Over 18      Under 18

Can you provide a valid OLCC permit card? Yes \_\_\_\_\_ No \_\_\_\_\_ Can you provide food handlers card?

Yes \_\_\_ No \_\_\_

What days and hours are you available for work?

Full Time      Part Time

Sunday    Monday    Tuesday    Wednesday    Thursday    Friday    Saturday  
\_\_\_to\_\_\_    \_\_\_to\_\_\_    \_\_\_to\_\_\_    \_\_\_to\_\_\_    \_\_\_to\_\_\_    \_\_\_to\_\_\_    \_\_\_to\_\_\_

Are you able to work in a smoking environment? \_\_\_\_\_

If you answer "no" this information will not be used against you adversely.

## **EMPLOYEE HISTORY**

Please complete even if submitting a resume. Use an additional account for all time since leaving High School, or the last seven years. Begin with the most recent. Include Military Service and all periods of unemployment exceeding 30 days. May we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Company name

\_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone (    ) \_\_\_\_\_ From: Mth \_\_\_\_\_ Yr \_\_\_\_\_ Starting salary \_\_\_\_\_ To: Mth \_\_\_\_\_ Yr \_\_\_\_\_ Final

salary\_\_\_\_\_

Full time    Part time    Title \_\_\_\_\_Duties

\_\_\_\_\_

Supervisor's name \_\_\_\_\_Reason for leaving

\_\_\_\_\_

Company name

\_\_\_\_\_Street\_\_\_\_\_City\_\_\_\_\_State\_\_\_\_\_

Phone (    )\_\_\_\_\_From: Mth\_\_\_\_Yr\_\_\_\_Starting salary\_\_\_\_\_To: Mth\_\_\_\_Yr\_\_\_\_Final

salary\_\_\_\_\_

Full time    Part time    Title \_\_\_\_\_Duties

\_\_\_\_\_

Supervisor's name \_\_\_\_\_Reason for leaving

\_\_\_\_\_

Company name

\_\_\_\_\_Street\_\_\_\_\_City\_\_\_\_\_State\_\_\_\_\_

Phone (    )\_\_\_\_\_From: Mth\_\_\_\_Yr\_\_\_\_Starting salary\_\_\_\_\_To: Mth\_\_\_\_Yr\_\_\_\_Final

salary\_\_\_\_\_

Full time Part time Title \_\_\_\_\_ Duties

\_\_\_\_\_

Supervisor's name \_\_\_\_\_ Reason for leaving

\_\_\_\_\_

**REFERENCES**

NAME \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

YEARS KNOWN \_\_\_\_\_ PHONE \_\_\_\_\_ YEARS

KNOWN \_\_\_\_\_ PHONE \_\_\_\_\_

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

NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ HOME

PHONE \_\_\_\_\_

WORK ADDRESS \_\_\_\_\_ WORK

PHONE \_\_\_\_\_

YOUR JOB WILL REQUIRE YOU TO LIFT UP TO 50 POUNDS; CAN YOU PERFORM THE POSITION FUNCTIONS FOR WHICH YOU HAVE APPLIED WITH OR WITHOUT REASONABLE ACCOMMODATION? YES \_\_\_ NO \_\_\_ IF YOU ANSWERED "NO" PLEASE DESCRIBE THE FUNCTIONS YOU ARE UNABLE TO PERFORM WITH OR OUT A REASONABLE ACCOMMODATION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR A CRIME WHICH IS RELATED TO THE FUNCTIONS OR QUALIFICATIONS OF THE POSITION FOR WHICH YOU ARE APPLYING? (A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT.) YES \_\_\_ NO \_\_\_ IF YOU ANSWERED "YES" PLEASE DESCRIBE FULLY THE CRIMINAL CONVICTION(S), LISTING THE NATURE OF THE OFFENSE, YOUR AGE AT THE TIME OF OFFENSE, AND YOUR REHABILITATION SINCE THE CONVICTION(S) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ARE YOU ABLE, AT THE TIME OF EMPLOYMENT, TO SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE U.S.? YES \_\_\_ NO \_\_\_ NOTE: IF HIRED YOU MUST COMPLETE THE I-9 FORM

**IMPORTANT: PLEASE READ AND SIGN**

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.

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 KELLS. IN ADDITION I AGREE THAT IN CONNECTION WITH MY APPLICATION FOR EMPLOYMENT WITH KELLS A CONSUMER REPORT AND CRIMINAL BACKGROUND REPORT MAY BE OBTAINED BY KELLS OR THEIR AGENT FOR EMPLOYMENT PURPOSES. THIS REPORT WILL PROVIDE OTHER INFORMATION ON MYSELF TO THE KELLS.

I AGREE THAT UPON TERMINATION OF MY EMPLOYMENT, I WILL RETURN ALL COMPANY PROPERTY AND RECORDS IN MY POSSESSION.

IF EMPLOYED, I AGREE TO READ AND COMPLY WITH COMPANY RULES, REGULATIONS AND POLICIES.

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 WITHOUT REASON OR NOTICE. NOTHING CONTAINED IN THE EMPLOYEE PACKET 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 \_\_\_\_\_

AS AN EQUAL OPPORTUNITY EMPLOYER, KELLS, INC. CONSIDERS APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, SEXUAL PREFERANCE, NATIONAL ORIGIN, OR TO THE EXTENT PROVIDED BY LAW, AGE, MARITAL STATUS, PREGNGNCY, MEDICAL CONDITION, ANY PHYSICAL DISABILITY OR ANY OTHER PROTECTED CLASS BY FEDERAL, STATE OR LOCAL STATUTE.