

# APPLICATION FOR EMPLOYMENT

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Application

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Available to Hire

\_\_\_\_\_  
Drivers License Number

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Social Security Number

## About You

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

Alias or Past Names: (Please include maiden names, if applicable.)

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

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

## Current Residence

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
City

\_\_\_\_\_  
Daytime Phone

Is it ok to call you at work?

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

\_\_\_\_\_  
State Zip Code

## Past Residence(s)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Start Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
End Date

\_\_\_\_\_  
Address/City/State/Zip Code

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Start Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
End Date

\_\_\_\_\_  
Address/City/State/Zip Code

## Are You:

	Yes	No
Over 18 Years Old?	_____	_____
A previous applicant?	_____	_____
A previous employee?	_____	_____
Legally able to work in the US?	_____	_____
Able to make it work using a reliable means of transportation?	_____	_____

## How Did You Find Us?

\_\_\_\_\_  
Advertisement Name of Publication \_\_\_\_\_

\_\_\_\_\_  
Referral from Employee Name of Employee \_\_\_\_\_

\_\_\_\_\_  
Employment Agency Name of Agency \_\_\_\_\_

\_\_\_\_\_  
Other \_\_\_\_\_

## Your Education & Training

Type of School	Name & Location of School/Training	Dates of Attendance	Name & Date of Degree Earned	Fields of Study (Major & Minor)
High School/ Trade School		- - - - - - - -		
Business or Tech School				
College(s)				
Other Training (Explain)				

## Academic or Other Awards or Achievements

(Academic honors, award, scholarships/fellowships, memberships in academic societies or other awards obtained related to your education or qualification for the position\*)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Description

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Description

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Description

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Description

## Additional Qualifications

(Special technical computer or individual skills that would qualify you for the position\*)

\_\_\_\_\_  
Description

\_\_\_\_\_  
Description

\_\_\_\_\_  
Description

\_\_\_\_\_  
Description

## U.S. Military Service

\_\_\_\_\_  
Branch

\_\_\_\_\_  
Rank at Discharge

\_\_\_\_\_  
Duties

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Start Date of Service

to

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
End Date of Service

\*Exclude those that would indicate race, color, religion, national origin, disability or age.

## Your Work Experience

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Present/Last Employer	Type of Organization	Start Date	End Date
Address		Phone	
Job Title		Supervisor	
Reason for Leaving		Yes:	No:
		May we contact?	

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Past Employer	Type of Organization	Start Date	End Date
Address		Phone	
Job Title		Supervisor	
Reason for Leaving		Yes:	No:
		May we contact?	

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Present/Last Employer	Type of Organization	Start Date	End Date
Address		Phone	
Job Title		Supervisor	
Reason for Leaving		Yes:	No:
		May we contact?	

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Present/Last Employer	Type of Organization	Start Date	End Date
Address		Phone	
Job Title		Supervisor	
Reason for Leaving		Yes:	No:
		May we contact?	

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## Professional Information (if applicable):

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License Description	Effective Date	License Number	Expiration
Registry or Certification	Effective Date	License Number	Expiration
Other			

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**Please Read Carefully**

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*If you have a question regarding the application, this statement or have need of special assistance in regard to applying for this position, please see the person of Kirk Corporation who is assisting you with this application.*

Kirk Corporation does not discriminate in hiring on base of race, color, religion, sex, national origin, disability, veteran status or your membership in any protected class protected under law of this jurisdiction. This application does not intend to ask questions that would provide information that could be used for discrimination.

Your application will be given the consideration it deserves; however, completing an application does not imply that you will be offered employment. By signing your name below, you understand that nothing contained in this application or any information gained or discussed during the interview process creates an employment contract between you and Kirk Corporation. Should this application and the process surrounding this application result in your employment, you have the right to terminate your employment at any time and for any reason. Likewise, Kirk Corporation reserves the right to terminate your employment at any time for any reason.

Moreover, you understand that no person of Kirk Corporation, with the exception of an authorized employee of Human Resources Department, has any authority to enter into an agreement with you for any specified period of time or to guarantee any other personnel benefit. This includes statements or guarantees made prior to your application or after you are employed.

When processing this application, Kirk Corporation may request a criminal, police or credit background check about you. In addition to background checks, Kirk Corporation may contact past employers, supervisors and/or any other person listed in this application regarding the statements made herein and your suitability for employment. This inquiry may include information as to your general character, reputation and work-related characteristics. You have the right to make a written request to human resources department of corporation to disclose to use the content of these reports.

Also, note that should you become employed by Kirk Corporation, Kirk Corporation may use outside agents or representatives to perform investigations surrounding any claim of wrongdoing including sexual harassment, theft or fraud.

By signing your name, you clarify that all statements made by you in this application are true and complete to the best of your knowledge and that any misrepresentation or omissions by you may be cause for rejection of your application, or maybe cause for subsequent dismissal if you are hired.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Applicant Date

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**Internal Office Use**

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**References**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Organization Contact

## Information Obtained or Verified

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Organization Contact

## Information Obtained or Verified

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Organization Contact

## Information Obtained or Verified

Criminal Background Check Performed? Yes: \_\_\_\_\_ No: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Performed Type of Check

Eligible for Hire? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Position Title Starting Date

\_\_\_\_\_  
Hiring Rate Level Step