|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Phone Number: |  |
| Address: |  |  |  |  |  |  |  |
|  | Street |  | City |  | State |  | Zip |
| E-mail Address: |  |  | Are you 18 years or older? | Yes | No |
| Position applied for: |  |  | Date applied: |  |
| Shift(s) you are available to work: | 1st | 2nd |  3rd Salary Desired: |  |
| Are you employed now? | Yes | No | When are you available to start? |  |
| Have you ever applied for work at the Company? | Yes | No |  | When? |  |
| Have you ever worked for this Company? | Yes | No |  | When? |  |
| What are the names of relatives already employed by this Company? |  |  |
|  |
| Who referred you to this Company? (circle one) |  |  |  |  |  |
|  Newspaper Ad Walked In | Friend |  |
| Have you ever been convicted of a crime? | Yes | No |  |  |  |
| Do you have any pending felony charges? | Yes | No |  |  |  |
| Have you ever been fired from a job? | Yes | No |  |  |  |

|  |  |  |
| --- | --- | --- |
| EDUCATION | NAME/ADDRESS OF SCHOOL &MAJOR FIELD OF STUDY | GRADUATED(Y/N) |
| High School |  |  |
| College or University |  |  |
| Trade/Business School |  |  |
| If you did not graduate from High School, do you have a GED? Yes No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MILITARY SERVICE: | Branch of Service: |  | Discharge Date: |  |
| **AN EQUAL OPPORTUNITY EMPLOYER** |

|  |
| --- |
| **EMPLOYMENT: (Please start with most recent employer)** |
| Name of Employer: |  |
| Address: |  | Phone #: |  |
| Dates of Employment: |  | To: |  | Starting Salary: |  | Ending Salary: |  |
| Job Title: |  | Supervisor: |  |
| Description of Work: |  |
| Reason for Leaving: |  |
|  |
| Name of Employer: |  |
| Address: |  | Phone #: |  |
| Dates of Employment: |  | To: |  | Starting Salary: |  | Ending Salary: |  |
| Job Title: |  | Supervisor: |  |
| Description of Work: |  |
| Reason for Leaving: |  |
|  |
| Name of Employer: |  |
| Address: |  | Phone #: |  |
| Dates of Employment: |  | To: |  | Starting Salary: |  | Ending Salary: |  |
| Job Title: |  | Supervisor: |  |
| Description of Work: |  |
| Reason for Leaving: |  |
|  |

**I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE, AND UNDERSTAND THAT FALSIFICATION OF THIS APPLICATION, OR ANY OTHER COMPANY DOCUMENT, IS GROUNDS FOR DISQUALIFICATION FROM FURTHER CONSIDERATION AND FOR DISMISSAL FROM EMPLOYMENT REGARDLESS OF THE DATE THE FALSE STATEMENT IS DISCOVERED. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.**

**I UNDERSTAND THAT IF HIRED, MY EMPLOYMENT WOULD BE AT WILL WHICH MEANS THAT IT WOULD BE FOR NO DEFINITE PERIOD, THAT I RETAIN THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT PRIOR NOTICE, WITH OR WITHOUT CAUSE, AND THAT KAY AUTOMOTIVE GRAPHICS RETAINS THE SAME RIGHT. I UNDERSTAND THAT NO ORAL OR WRITTEN COMMUNICATION, OTHER THAN A WRITTEN COMMUNICATION SIGNED BY THE PRESIDENT OR EXECUTIVE VICE PRESIDENT OF KAY AUTOMOTIVE GRAPHICS MAY ALTER OR MODIFY THIS AT WILL EMPLOYMENT POLICY.**

**I UNDERSTAND THAT, IF HIRED, I MAY BE REQUIRED TO SUBMIT TO A RANDOM DRUG SCREEN WITHIN MY FIRST 90 DAYS OF EMPLOYMENT.**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Date:** |  | **SIGNATURE:**  |