

Application for Employment – K Charles & Co

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for _____ Date of application ___/___/___

Name _____ Social Security # _____
 Last First Middle - -

Address _____
 Street City State Zip Code

Telephone # () Mobile/Beeper/Other # () email address

Have you ever been employed here before? If yes, give dates and positions _____ Yes No

Date Available for work: ___/___/___ What is your desired salary range? \$ _____

Type of employment desired: Full Time Part Time Temporary Seasonal

Are you legally eligible for employment in the United States? Yes No

Are you able to perform the essential job functions for the position you are applying for, with or without reasonable accommodations? Yes No

Have you ever pled “guilty” or “no contest” to, or been convicted of a felony? Yes No

If yes, please provide date(s) and details; _____
 (Answering ‘yes’ to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and positions applied for will be taken into account.)

Driver’s license number if driving is an essential job function: _____ State _____

Employment History Starting with your most recent employer, assignment or volunteer activity:

From (month/year)	To (month/year)	Employer	Telephone #
Starting job title / final job title	Street Address	City	State Zip
Immediate Supervisor and Title	Summarize the nature of work performed and job responsibilities		
May we contact for reference? Yes No Later	Compensation: Hourly Salary	Start \$ per	Final \$ per
Reason for leaving	Commission Bonus	\$ _____ (estimate)	
From (month/year)	To (month/year)	Employer	Telephone #
Starting job title / final job title	Street Address	City	State Zip
Immediate Supervisor and Title	Summarize the nature of work performed and job responsibilities		
May we contact for reference? Yes No Later	Compensation: Hourly Salary	Start \$ per	Final \$ per
Reason for leaving	Commission Bonus	\$ _____ (estimate)	
From (month/year)	To (month/year)	Employer	Telephone #
Starting job title / final job title	Street Address	City	State Zip
Immediate Supervisor and Title	Summarize the nature of work performed and job responsibilities		
May we contact for reference? Yes No Later	Compensation: Hourly Salary	Start \$ per	Final \$ per
Reason for leaving	Commission Bonus	\$ _____ (estimate)	

Are you knowledgeable in: ___ Word ___ Excel ___ MS Office Other _____

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform the job-related functions in the position for which you are applying.

Educational Background

School, City & State	Number of Years Completed	Level of Completion	Course of Study
		<input type="checkbox"/> GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree	
		<input type="checkbox"/> GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree	
		<input type="checkbox"/> GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree	
		<input type="checkbox"/> GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree	

References

Name	Title	Relationship to Candidate	Telephone	# of years known

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient to cause (1) cancel further consideration of this application, or (2) immediately discharge me from the employer's service, whenever it is discovered.

Do not sign until you have read the above Applicant Statement

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature Of Applicant _____ Date ____/____/____