



# APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer  
Complete and email to: HR@kapco.com

## PERSONAL INFORMATION

Social Security Number:  Date:

Full Name (Last, First, Middle):

Address:  City:  State:  Zip:

Phone:  Are you 18 or older?  Yes  No

Have you ever been convicted of a crime (other than a traffic violation)?  Yes  No

If yes, explain:

Are you a U.S. citizen?  Yes  No

If no, does immigration status permit you to work?  Yes  No

## EMPLOYMENT DESIRED

Position(s) Applying For:  Date Available:

Salary Required: \$

Preferred Shift(s):  1st  2nd  3rd

Job Status Desired:  Full Time  Part Time  Flex/Temp

Are you employed now?  Yes  No

If so, may we contact your present employer?  Yes  No

Have you ever been employed with Kapco before?  Yes  No When:

Friends/relatives employed with Kapco?  Yes  No Who:

Referred By:

Are you on "Layoff Status" subject to recall?  Yes  No

## EDUCATION

Level	Name / Location / Phone	Yrs Attended	Graduated?	Subjects Studied
High School	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>
College	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>
Trade / Business / Correspondence	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>

## U.S. MILITARY HISTORY

Period of Service (From/To):  Job-Related Training:



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## EMPLOYMENT HISTORY — List last three employers, most recent first

Dates (Mo/Yr)	Employer Name / Address / Phone	Salary Start / Final	Positions Held	Reason for Leaving
From: <input type="text"/> To: <input type="text"/>	<input type="text"/>	Start: <input type="text"/> Final: <input type="text"/>	<input type="text"/>	<input type="text"/>
From: <input type="text"/> To: <input type="text"/>	<input type="text"/>	Start: <input type="text"/> Final: <input type="text"/>	<input type="text"/>	<input type="text"/>
From: <input type="text"/> To: <input type="text"/>	<input type="text"/>	Start: <input type="text"/> Final: <input type="text"/>	<input type="text"/>	<input type="text"/>

### Duties and Responsibilities Held In The Above Positions:

### List Any Special Job-Related Skills / Training / Education:

★ KAPCO IS A DRUG-FREE WORK ENVIRONMENT ★

## GENERAL INFORMATION

Incomplete applications will not be considered. Your application could be considered incomplete if the information cannot be satisfactorily verified by reference checks. Applications are considered active for 60 days. At that time applicants are required to submit a new application. There is no guarantee of a job offer or job interview in completing this application. Specific reasons for employment decisions will not be released.

## APPLICANT ACKNOWLEDGMENT

"I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time."

"I understand that employment at Kapco is 'At Will' and can be terminated at any time by either party. I understand, if hired, I am required to abide by all rules and regulations of Kapco."

Date:  Signature:

## AUTHORIZATION TO RELEASE INFORMATION

"As an applicant for a position with Kapco, I hereby authorize former employers and educational institutions to release information about my work and educational history for use in determining my qualifications for this position."

Date:  Signature: