

Kapco Application For Employment

(An Equal Opportunity Employer)

Personal Information

Social Security Number _____ Date _____

Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Are you 18 years or older? Yes No

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

If yes, please explain _____

Are you a citizen of the United States? Yes No

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

Employment Desired

Positions _____ Date Available _____ Salary Required \$ _____

Preferred Shift(s) 1 2 3

Job Status Desired Full Time Part Time Flex/Temporary

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 currently on "Layoff Status" subject to recall? Yes No

Education	Name/Location/Phone Number of School	Number of Years Attended	Did You Graduate?	Subjects Studied
High School				
College				
Trade/Business/ Correspondence School				

U.S. Military History

When? _____ Job Related Training _____

Employment History

List your last three employers, starting with your current or most recent employer.

Date Month/Year	Name/Address/Phone of Employer	Salary	Positions Held	Reason For Leaving
From: To:		Start: Final:		
From: To:		Start: Final:		
From: To:		Start: Final:		

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.

Applicants 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 _____