

APPLICATION FOR EMPLOYMENT

Personal Data

Please complete all sections of this application, read the statements on the back page and sign your name	Date of Application
List any other names of record	Social Security Number (optional)
First MI Last	Date Available to Work

Present Address (Street, City, State, Zip Code)

Home Address - If Different (Street, City, State, Zip Code)

Present Home Telephone Number Business Telephone Number Your E-mail Address:

Are you currently legally authorized to work in the United States? Yes No

What is the nature of your work authorization, if any?

What source referred you to us?
 Advertisement Agency Company Web Site Temporary/Contractor Conversion
 Employee Referral (Name) _____

Have we ever employed you as an employee or a contractor/agency temp.? Yes No If yes, please state dates and department worked.

Do you have a valid driver's license? (Answer only if you are applying for a position that requires driving a company vehicle or driving your own personal automobile on business.) Yes No State:

Have you ever been convicted of a felony? Yes No

Explain:

Are any felony charges against you currently pending? Yes No

Explain:

Do you have an agreement with any current or former employer that may restrict or interfere with your ability to work for Company? Yes No
 If yes, you must provide a copy of the agreement when returning this application form.

Type of Schedule desired: Full Time Part Time Temporary Summer Intern ___ Day ___ Evening ___ Night
 Other (specify)

Desired Position(s)	Salary Expectation	Bonus:
	Base Salary:	

Are you able to perform the essential job functions of the position for which you are applying? Yes No
 If No, please explain:

Education

Name, Complete Address and Phone of College, Institute or Other Schools (Exclude Military Service Schools) (List most recent first)	School Years Completed	Degree, Diploma or Certificate	Major Field	Grade Point Average and Scale (i.e. 3.0/4.0)

Military Experience (Do not include ROTC)

Branch of Service: From: To

Grade Discharge of Rank at Discharge: Type of Discharge: Occupation:
 Specialization

Special/Technical Training Schools (indicate dates and addresses) (include Military Service Schools)

Employment History

Specify your employment history, starting with present or most recent employer. Include all regular, cooperative, summer, voluntary work Please Do Not Write "See Resume". Attach an additional sheet if necessary.

Name, Complete Address and Phone of Employer	Type of Work Performed	Hours/ Week	Supervisor's Name	Dates From-To (Mo. + Yr.)	Last Salary	Reason for Leaving
Name					Base\$	
Address					Bonus\$	
Phone ()						
Name					Base\$	
Address					Bonus\$	
Phone ()						
Name					Base\$	
Address					Bonus\$	
Phone ()						

BUSINESS REFERENCES (Past or Present Managers or Business Customers – Internal/External)

Names	Relationship	Phone Numbers or E-mail Addresses

APPLICANTS SHOULD UNDERSTAND AND AGREE TO THE FOLLOWING:

- I understand that Company will rely on the information contained on this application form in extending any offer of employment and I certify that the information I have provided contains no errors, omissions, or misrepresentations. I understand that Company can terminate my employment at any time in the future should any information prove to be false or misleading. I authorize my employers, past and present, to furnish records, data or information to Company concerning my educational and/or employment background and to verify information I have provided on this application, and I release all such employers and Company from any and all liability that may arise as a result of providing or requesting such information.
- Any employment offer and your employment is conditional until certain information has been satisfactorily reviewed and verified (i.e. if applicable: reference checks; credit checks (includes ability to obtain a credit card in positions that require travel); valid drivers' licenses; criminal background checks; and employment eligibility required under the Immigration Reform and Control Act of 1986). I understand that any Company employment will be "at will", and that either Company or I can terminate the employment relationship at any time, without notice and for any lawful reason or for no reason.
- I understand that my job responsibilities may require driving either a Company vehicle or my personal automobile on Company business. If applicable: I certify that I hold a valid driver's license. I understand that I may be required to maintain auto liability at limits specified by Company and that I may be required to provide a Motor Vehicle Report (MVR) or Company may obtain a MVR as a prerequisite of employment.

4. I must provide proof of identity and authorization to work in the U.S. as required by the Immigration Reform and Control Act of 1986.
5. I meet the minimum age requirements of applicable laws.
6. The Company may conduct a drug test and investigations, including MVR, driver's license, criminal records, credit history, verification of prior employment history, professional certifications and education. By signing this application I hereby grant permission to any person, firm, or corporation to release to the Company or its representative any and all information regarding my past work or employment, and background. I waive any and all claims I might have with respect to the providing of such information.
7. I certify that the information provided in this Application is accurate. I understand that the withholding of information or the giving of false information on this application will result in a refusal to hire or in disciplinary action up to and including the termination of my employment.
8. I understand that as a condition of employment I will be required to sign the Company's Confidentiality Agreement and that intellectual property I produce in the course of doing work for the Company belongs in its entirety to K & F Consulting.
9. I understand that nothing in this Application or in the Company's personnel guidelines, handbooks, policies or procedures is intended to create, or does create, an employment contract between the Company and me. I further understand and agree that if I am offered employment by the Company it will be on an at-will basis. This means that either the Company or I may terminate the employment relationship at any time for any reason, with or without cause. I understand and agree that only the Company CEO can enter into an agreement on any other terms and he or she can only do so in writing signed by him or her and the employee in question. Finally, I understand and agree that this constitutes the entire agreement between the Company and me with regard to this subject.
10. If you have signed an employment agreement, confidentiality agreement or any other document with a prior employer that might restrict your activities if hired by the Company, you must disclose this fact before a job offer is made. Failure to disclose such information is grounds for termination of your employment.

Applicant's Signature _____ Date: _____
(First, Middle, Last)