



Do you have adequate transportation to and from work?  Yes  No  
 Veteran of the U.S. Military service?  Yes  No If Yes, Branch \_\_\_\_\_  
 Have you ever been terminated or asked to resign from any job?  Yes  No  
 If yes, please explain circumstances: \_\_\_\_\_

Consistent attendance and punctuality are essential requirements of every job with the Company. Is there anything which would interfere with your regular attendance and punctuality if you are offered a job with this company?  Yes  No  
 If yes, please explain: \_\_\_\_\_

What foreign languages do you speak fluently? Read: \_\_\_\_\_ Write: \_\_\_\_\_

List Professional, trade, business, or civic activities and offices held. (You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status):  
 \_\_\_\_\_

**REFERENCES:** List people who know your work. Do not include personal references. Relatives & Friends will not be accepted.

Name	Professional Relationship	Address	Work/Home Telephone Number

*Special Employment Notice to Disabled Veterans, Vietnam Era Veterans and Individuals with Physical or Mental Handicaps.*

Government contracts are subject to 38 USC 2012 of the Viet Era Veterans Readjustment Acts of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran, or have a physical or mental handicap, you are invited to volunteer this information which will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect your consideration for employment. KBA grants a higher status to handicapped/ disabled persons for employment purposes.

If you wish to be identified, please sign below.

Handicapped Individual  Disabled Veteran  Vietnam Era Veteran

Signed \_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

Start with your present or last job. Do not omit any employment. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, religion, gender, national origin, or other protected status.

Employer Telephone ( )	Dates Employed		Work Performed
	From	To	
Address			
Job Title	Hourly Rate/Salary		
	From	To	
Supervisor			
Reason for Leaving			
Employer Telephone ( )	Dates Employed		Work Performed
	From	To	
Address			
Job Title	Hourly Rate/Salary		
	From	To	
Supervisor			
Reason for Leaving			
Employer Telephone ( )	Dates Employed		Work Performed
	From	To	
Address			
Job Title	Hourly Rate/Salary		
	From	To	
Supervisor			
Reason for Leaving			
Employer Telephone ( )	Dates Employed		Work Performed
	From	To	
Address			
Job Title	Hourly Rate/Salary		
	From	To	
Supervisor			
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper

**Special Skills and Qualifications**

Summarize special skills and qualifications acquired from employment or other experience. \_\_\_\_\_

**EDUCATION**

School Name	Years Completed (circle)	Diploma/Degree	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills and Extra- Curricular Activities
High School	9 10 11 12			

College or University	1 2 3 4			
Graduate/Professional	1 2 3 4			
Trade or Correspondence				
Other				

**Honors Received:** State any additional information you feel may be helpful to us in considering your application.

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### **Application Agreement & Understanding**

Please read carefully before signing this form.

All information contained in this application or any other documents filled out in connection with my employment, and in any interview are true and correct to the best of my knowledge and belief. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that misrepresentations, deception, false statement or omissions of any kind may result in denial of employment or be cause for subsequent termination of employment if I am hired regardless of when such information is discovered.

I hereby authorize the Company to thoroughly investigate my background, references, employment record, Motor Vehicle Records (MVR) and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers, their agents, employees and representatives as well as individuals and organizations contacted by the Company to provide relevant information regarding my current and/or previous employment. I hereby fully waive my rights and release all persons, schools and employers, etc. of any and all claims for providing such information. This consent is given in satisfaction of Public Law 18 USC 2721 et Seq., "Federal Drivers Privacy Protection Act", and is intended to constitute "written consent" as required by this act.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Company. I understand that this application is not and should not be considered a contract of employment. I further understand that employment at the Company is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or the Company's, unless specifically provided otherwise in a written contract. I further understand that no company employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than an officer or official of the company, and then only by means of a signed written document.

I acknowledge that I have read the above statements and understand each and all of the statements and hereby grant permission to confirm the information supplied on this application by me. This application is complete and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date