

# Application for Employment



**This application will only be valid for ninety (90) days.** We consider applicants for all positions without regard to race, color, religion, sex, national origin, sexual orientation, political ideology, age, marital or veteran status, the presence of a medical condition or handicap, or any other legally protected status. **\*\*Please print off application.\*\***

Position(s) applied for	Date of application
How did you learn about us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Employment agency <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Other	

Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Numbers(s)		

Do you authorize Klarratee, Inc. to perform a thorough background check?  yes     no

Have you ever been charged with or convicted of a misdemeanor or felony?  
 If yes, please explain details in full, including dates, details of offense(s) charged, jurisdiction and disposition of case:  yes     no

If you are under eighteen (18) years of age, can you provide required proof of your eligibility to work?  yes     no

Have you ever filed an application with us before? If yes, indicate date.  yes     no

Have you ever been employed with us before? If yes, indicate date.  yes     no

Are you currently employed? May we contact your present employer?  yes     no  
 yes     no

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (*Proof of citizenship or immigration status will be required upon employment.*)  yes     no

On what date would you be available for work? Date \_\_\_\_\_

Are you available to work:  full-time  part-time  shift work  temporary

Are you currently on "lay-off" status and subject to recall?  yes     no

Can you travel if the job requires it?  yes     no

Are you able to perform the essential functions of the job for which you are Applying, with or without reasonable accommodation?  yes     no

If accommodations are necessary, please describe \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which would reveal race, color, religion, gender, national origin, handicap or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Job Title                      Supervisor			
Reason for Leaving			

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Address			
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Reason for Leaving			

*(If you need additional space, please continue on a separate sheet of paper.)*

## Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment and/or other experience.

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# Education

	Elementary School	High School	Undergraduate College/University	Graduate/Professional
School Name and Location				
Years Completed				
Diploma/Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills and extra-curricular activities.				
Describe any honors you have received.				
State any additional information you feel may be helpful to us in considering your application.				

Indicate any foreign languages you can speak, read and/or write.

	Fluent	Good	Fair
Speak			
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.

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# References

Give the name, address, and telephone number of three professional references who are not related to you:

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# Applicant's Statement

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I certify that the answers given herein are true and complete to the best of my knowledge.

I hereby give Klarratee, Inc. the right to make a thorough background investigation of my past, employment, education and activities, and I release from all liability all persons, companies and corporations supplying such information. I indemnify Klarratee, Inc. against any liability which might result from making such investigation. I understand that any false answers or statements or other required documents may result in denial of employment or discharge.

This application for employment shall be considered active for a period of time not to exceed ninety (90) days. Any applicant wishing to be considered for employment beyond this time period should resubmit his/her resume.

Additionally, I understand that nothing contained in this employment application or in the granting of any interview is intended to create an employment contract between Klarratee, Inc. and myself for any term of employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon Klarratee, Inc. unless made in writing. Employees at Klarratee, Inc. are hired for indefinite terms of employment. Employment at Klarratee, Inc. is at-will, which means that Klarratee, Inc. or the employee may terminate the employment relationship at any time with or without cause and with or without notice. No agent or representative of Klarratee, Inc. other than the Company Directors, and then only in writing, have any authority to enter into any agreement for employment for any specified period of time, or to enter into any employment agreement that in any way modifies the at-will status of employment at Klarratee, Inc..

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the employer.

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

\_\_\_\_\_  
Date

For Personnel Department Use Only			
Arrange interview? <input type="checkbox"/> yes <input type="checkbox"/> no			
Interviewer		Date	
Employed?	<input type="checkbox"/> yes <input type="checkbox"/> no	Date of Employment	
Job Title	Hourly Rate/Salary	Department	
By	Date		
Notes:			