

# Kaysun Corporation Application for Employment Equal Opportunity Employer

## Personal Information

Name \_\_\_\_\_  
First Middle Initial Last

Address \_\_\_\_\_  
Street City State Zip

Phone # (\_\_\_\_) \_\_\_\_\_ Social Security #: \_\_\_\_\_

Are you over 18 years of age?  Yes  No Referred By \_\_\_\_\_

Have you ever been convicted of a crime or pleaded no contest for any offense or violation other than minor traffic violations?  Yes  No If Yes, explain: (nature, date of conviction, state in which convicted)

Do you have any pending criminal charges against you?  Yes  No

If Yes, explain: (nature, date of conviction, state in which convicted)

*(Convictions are not an automatic bar to employment)*

Have you previously been employed by Kaysun?  Yes  No

If yes, indicate dates and position \_\_\_\_\_

## Employment Desired

Position \_\_\_\_\_

Salary Desired \_\_\_\_\_ What date are you available to start \_\_\_\_\_

Shift Requested  1st  2nd  3<sup>rd</sup> Hours not available for work \_\_\_\_\_

## Employment History - List your last four employers beginning with the most recent

Are you presently employed?  Yes  No May we contact your present employer?  Yes  No

- Employer \_\_\_\_\_ Dates Employed \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_  
Phone #:(\_\_\_\_) \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_  
Salary History \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_
- Employer \_\_\_\_\_ Dates Employed \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_  
Phone #:(\_\_\_\_) \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_  
Salary History \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_
- Employer \_\_\_\_\_ Dates Employed \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_  
Phone #:(\_\_\_\_) \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_  
Salary History \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

- Employer \_\_\_\_\_ Dates Employed \_\_\_\_\_ to \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone #:( \_\_\_\_\_ ) \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Salary History \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

**Education**

- High School \_\_\_\_\_  
 Address \_\_\_\_\_  
 Years Completed \_\_\_\_\_ Did you graduate? Yes No  
 If you did not graduate, do you have a GED or HSED? \_\_\_\_\_
- College \_\_\_\_\_  
 Address \_\_\_\_\_  
 Years Completed \_\_\_\_\_ Did you graduate? Yes No  
 Course of Study \_\_\_\_\_ Degree \_\_\_\_\_
- Other \_\_\_\_\_  
 \_\_\_\_\_

If you did not graduate, why did you leave high school or college? \_\_\_\_\_  
 \_\_\_\_\_

Do you have any additional skills or qualifications that you feel would help you in the position you are applying for?  
 \_\_\_\_\_  
 \_\_\_\_\_

**Please Read Carefully Before Signing This Form**

All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired.

I authorize the company to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.

I understand that Kaysun is a drug-free workplace and that I will be required to submit to a drug screen upon receiving a job offer.

Regardless of whether or not I become employed by the company, I recognize that this application is not and should not be considered a contract of employment. I 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 employment 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.

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

\_\_\_\_\_  
 Date