



APPLICATION FOR EMPLOYMENT
(Please Print)

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Position (s) Applied For:		Date of Application:	
How Did You Learn About Us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-in	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____	
Last Name:	First Name:	Middle Name:	
Address:	City:	State:	Zip Code:
E-Mail Address:		Telephone Number (s)	

Are you 18 years of age or older? Yes No

If you are under 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? Yes No
If yes, give date _____

Have you ever been employed with us before? Yes No
If yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? 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 Seasonal Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Education

	Name and Address Of School	Course of Study	Number of Years	Diploma Degree
Elementary School				
High School				
Undergraduate School				
Graduate Professional				
Other (Specify)				

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

	Fluent	Good	Fair
Speak			
Read			
Write			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in extra-curricular work, volunteer work, military service, etc.

Employment Experience

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

1.	Employer	Dates Employed From		To	Work Performed
	Address				
	Telephone Number (s)	Hourly Rate/Salary Starting		Final	
	Job Title	Supervisor			
	Reason for Leaving				

2.	Employer	Dates Employed From		To	Work Performed
	Address				
	Telephone Number (s)	Hourly Rate/Salary Starting		Final	
	Job Title	Supervisor			
	Reason for Leaving				

3.	Employer	Dates Employed From		To	Work Performed
	Address				
	Telephone Number (s)	Hourly Rate/Salary Starting		Final	
	Job Title	Supervisor			
	Reason for Leaving				

4.	Employer	Dates Employed From		To	Work Performed
	Address				
	Telephone Number (s)	Hourly Rate/Salary Starting		Final	
	Job Title	Supervisor			
	Reason for Leaving				

List professional, trade, business or civic activities and offices held.

Additional Information

Other Qualifications *Summarize special job-related skills and qualifications acquired from employment and/or experience.*

Specialized Skills

Check Skills/Equipment Operated

- PC
- 10-Key
- Typing
_____ W.P.M.
- Fax

- MS Outlook
- MS Word
- MS Excel
- Telephone
- Copier

Other (list):

Other (list):

State any additional information you feel may be helpful to us in considering your application

References

1. _____
(Name) (Phone #)

(Address)
2. _____
(Name) (Phone #)

(Address)
3. _____
(Name) (Phone #)

(Address)
4. _____
(Name) (Phone #)

(Address)

Applicant's Statement

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

I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Katanacraft L.L.C. is of an "at will" nature. Which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

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 Yes No

Remarks _____

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/Salary _____ Department _____

By: _____

Notes: _____

