

# KC CONSTRUCTION COMPANY

## APPLICATION FOR EMPLOYMENT

KC Construction Company, Inc. offers equal employment opportunities to all persons without regard to age, color, race, physical or mental disability, national origin, religion, creed, gender, sexual orientation, veteran status, military status, marital status, or any other legally protected status.

(PLEASE PRINT) Date of Application \_\_\_\_\_

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

Address \_\_\_\_\_  
Number and Street City State Zip Code

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Position(s) Applied For \_\_\_\_\_

Availability:  Full-Time  Part-Time  Temporary  Shift Work

Have you applied with us before?  Yes  No  
Have you worked for us before?  Yes  No

If yes, please provide dates and positions held: \_\_\_\_\_

Are you at least 18 years of age?  Yes  No  
(Employment is subject to verification of minimum legal age)

Are you legally authorized to work in the United States?  Yes  No  
(Documented proof of identity and eligibility for employment in the US is required, such as a driver's license, Social Security card, birth certificate, and/or Immigration and Naturalization Service documents)

Have you been convicted of a felony within the last 7 years?  Yes  No

If yes, please explain: \_\_\_\_\_  
*(Conviction will not necessarily disqualify an applicant from employment. ActionAIDs will consider the gravity of the offense, the time passed since conviction or plea and the nature of the job sought.)*

If the position applied for requires driving, do you have an appropriate license?  Yes  No  Not Applicable

If the position applied for requires overnight travel, or an ability to work unusual hours, can you meet that requirement?  Yes  No  Not Applicable

Are you currently on "layoff" status, subject to recall?  Yes  No

How soon can you report to work? \_\_\_\_\_

# EMPLOYMENT HISTORY

Begin with current or last job. You may exclude organizations that indicate age, color, race,

<b>1.</b>	Dates of Employment From _____ To _____
Employer	_____ Phone _____
Address	_____
Position	_____
Salary	Start _____ Final _____
Supervisor	_____ May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Duties/Responsibilities _____	
Reason for Leaving _____	
<b>2.</b>	Dates of Employment From _____ To _____
Employer	_____ Phone _____
Address	_____
Position	_____
Salary	Start _____ Final _____
Supervisor	_____ May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Duties/Responsibilities _____	
Reason for Leaving _____	
<b>3.</b>	Dates of Employment From _____ To _____
Employer	_____ Phone _____
Address	_____
Position	_____
Salary	Start _____ Final _____
Supervisor	_____ May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Duties/Responsibilities _____	
Reason for Leaving _____	
<b>4.</b>	Dates of Employment From _____ To _____
Employer	_____ Phone _____
Address	_____
Position	_____
Salary	Start _____ Final _____
Supervisor	_____ May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Duties/Responsibilities _____	
Reason for Leaving _____	
Have you ever been discharged or asked to resign from a job? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain: _____ _____	

## EDUCATION/TRAINING

Years Completed:	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20+
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School Name	Location	Studies/Major(s)	Did You Receive Degree/Diploma?	Degree Received
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High School			Y/N	
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Trade/Professional			Y/N	
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College/University			Y/N	
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Graduate School			Y/N	
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### SPECIALIZED TRAINING, JOB-RELATED SKILLS

Include job-related apprenticeships, extracurricular activities, qualifications from employment and other experiences, awards, honors, copyrights, or patents:

### PROFESSIONAL, TRADE, BUSINESS, CIVIC ORGANIZATIONS/OFFICES

You may exclude those that are not job-related or could tend to indicate age, color, race, physical or mental disability, national origin, religion, creed, gender, sexual orientation, veteran status, military status, marital status, or any other legally protected status.

### REFERENCES:

List three professional references.

1. \_\_\_\_\_  
 Name      Title      Company      Address      Phone

2. \_\_\_\_\_  
 Name      Title      Company      Address      Phone

3. \_\_\_\_\_  
 Name      Title      Company      Address      Phone

## **APPLICANT'S CERTIFICATION AND AGREEMENT**

I certify that any and all statements that I have set forth in this application are true and correct to the best of my knowledge. I understand that any omission, false statement or misrepresentation by me in this application, my resume or any other materials that I have submitted, or provided during my interviews, is cause for denial of employment or, if I am already employed when the omission, false statement or misrepresentation is discovered, immediate discharge from employment.

I understand that, if hired, I must furnish appropriate documentation to KC Construction Company establishing my identity and employment eligibility. If offered a position by KC Construction Company, I agree to provide it with documents which verify my identity and right to work in the United States within 72 hours of commencing employment.

**I understand that any employment resulting from this application will be employment at will. This means that both KC Constructon Company and I have the right to terminate the employment relationship at any time, for any reason, with or without notice.** I understand that nothing in this employment application, the granting of an interview for employment, any offer of employment, nor any personnel manuals or forms used by KC Construction Company create an employment contract between KC Construction Company and me. I also understand that this at will relationship may only be amended or altered by a written agreement signed by an authorized executive officer of KC Construction Company.

**I hereby acknowledge that I have read, understand and agree to the above statements.**

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

\_\_\_\_\_  
***Date***