



EMPLOYMENT APPLICATION

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.

PLEASE PRINT

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

Last name	First name	Middle Name
Address	Number	Street
	City	State
	Zip Code	
Telephone number(s)	Social Security Number	

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?

Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be able for work?

Are you able 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 a job requires it?

Yes No

Have you been convicted of a felony within the last 7 years?

Yes No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

	Elementary School					High School				Undergraduate				Graduate			
Name school and location																	
Years completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
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			

<p>List professional, trade, business or civic and offices held.</p> <p>You may exclude memberships which would reveal sex, race, national origin, age, ancestry, or handicap or other protected status:</p>

REFERENCES

<p>Give name, address and telephone number of three references who are not related to you and are not previous employers.</p> <p>1.</p> <p>2.</p> <p>3.</p>

Have you ever had any job-related training in the United States military? Yes No
 If Yes, please describe _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying? Yes No

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, handicap or other protected status.

PLEASE PROVIDE AT LEAST 10 YEARS OF WORK HISTORY.

1.	Employer	Dates Employed		WORK PERFORMED
		from	To	
	Address			
	Telephone Number(s)	Hourly Rate/ Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for leaving			
2.	Employer	Dates Employed		WORK PERFORMED
		from	To	
	Address			
	Telephone Number(s)	Hourly Rate/ Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for leaving			
3.	Employer	Dates Employed		WORK PERFORMED
		from	To	
	Address			
	Telephone Number(s)	Hourly Rate/ Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for leaving			
4.	Employer	Dates Employed		WORK PERFORMED
		from	To	
	Address			
	Telephone Number(s)	Hourly Rate/ Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for leaving			

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

SPECIAL SKILLS AND QUALIFICATIONS

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

Have you ever been convicted of a criminal offense? _____

List year and specific charge/offense for any convictions:

Have you ever pled guilty or "nolo contendere" ("no contest") to a criminal charge in order to qualify for deferred adjudication? _____ If you answer Yes, give details below.

Have you ever been placed on any type of probation as a result of a criminal charge? _____
If you answered Yes, give date(s) your probation began and ended (or will end).

List any occasion your driver's license has been suspended. Give date(s) and reason(s).

List any DWI or DUI charges/deferred adjudications/probations. Give date(s).

List any tickets (moving violations) received in the past 3 years.

List the year of all vehicular accidents in the past 3 years.

List all occasions you have used an attorney to seek monetary damages or filed a lawsuit.

NOTICE AND AGREEMENT REGARDING PRE-EMPLOYMENT INVESTIGATION

NOTICE

Koza's Inc. hiring process includes a complete background check and drug testing. All information submitted by applicant during the hiring process is subject to verification. Certain background information may not be investigated until after an offer of employment is made. Any offer of employment is considered temporary and conditional until all background information is verified. FALSIFICATION OF ANY INFORMATION PROVIDED DURING THE HIRING PROCESS WILL RESULT IN DENIAL OF EMPLOYMENT, OR IMMEDIATE DISCHARGE, IF ALREADY EMPLOYED.

AGREEMENT

By my signature below, I authorize this company to make an investigation of all information contained in this employment application, and I release from all liability all companies and corporations supplying such information. I understand that any false answers, statements or implications, or intentional omissions made by me on this application, or other required documents, shall be considered sufficient cause for denial of employment or discharge.

I authorize this company, if applicable, to request through various third party sources a copy of my motor vehicle driving record, credit report, and any other investigative report they deem necessary. Upon termination of my employment for whatever reason, I release this company from all liability for supplying any information concerning my employment to any potential employer.

I hereby agree to submit to any drug test that may be required of me whether prior to any employment, or if employed by this company, at any time thereafter. If requested, I will take a post-job offer physical examination and I understand that any offer of employment will be conditional upon passing such examination. If during employment with this company I receive medical treatment for any condition, including a physical, psychological, emotional or psychiatric condition that is job-related, I hereby authorize the limited release and exchange of such medical information relating to my condition between the treatment provider and a company-designated physician.

I understand that this is an application for employment and that if I am employed, such employment is for an indefinite period of time, and the company can change wages, benefits and conditions of employment at any time. I further understand that no employment contract is being offered. Any employment relationship with this organization is of an "at will" nature, which means that an employee may resign at any time and the employer may discharge an employee at any time, with or without cause. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct or statement of any individual unless such change is specifically acknowledged in writing by an authorized executive of this company.

I have read and understand the above and am aware of the consequences of providing untruthful answers.

APPLICANT'S SIGNATURE

DATE
